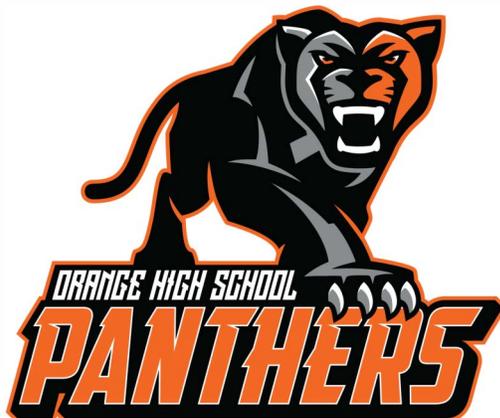




Orange Unified  
School District

# Booster Club Guidelines





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# Section 1

## Introduction

1. **Welcome Letter from Administrative Director of Community Relations, and School Connectedness.**
2. **Standardized Form for Approval**



# Orange Unified School District



Community Relations/School Connectedness

Kenneth Miller: Administrative Director

(714) 628-4350/ [Kenneth.miller@orangeusd.org](mailto:Kenneth.miller@orangeusd.org)

Prospective and Continuing Program Booster Clubs,

Thank you for your support and dedication to the students, staff, and programs of the Orange Unified School District. All Booster Clubs are required to submit an application for the formation of a Booster Club, to the site principal for approval. We are grateful for the time, energy, and passion you bring to our schools. It is our goal to assist you in the process of applying for recognition as a booster club. All booster clubs are considered separate organizations, from the Orange Unified School District. Before operating on any school site, the district requires the following items for each booster club provided through their site administrator

	Required Documents	Clarification
1.	Booster Club Application Booster Club/Support Organization Name	Define which school and sport or activity the group is supporting.
2.	Booster Club Officers and Contact Information Listing	List officers' titles, phone numbers, and email address's
3.	Employer Tax Identification Number (TIN) of the Booster Club. Note: the district's TIN is not available for use, the booster club must have its own TIN.	This is required to open a bank account. If you use an individual's Social Security Number---Please indicate so. See <a href="http://www.irs.gov">http://www.irs.gov</a> , form SS4
4.	Proof of Tax- Exempt Status under Internal Revenue Code Section 501(c)(3) (if applicable)	You will need this if your booster will have, gross receipts of \$5,000.00 or more a year, OR wish to receive a determination letter that recognizes 501(c)(3) status to specify whether contributions to the organization are tax deductible.
5.	Meeting Dates- Calendar	For Board Meetings, Committee Meetings, etc.
6.	A copy of the Booster Club current Charter and Bylaws	Most recent

To provide assistance, you may refer to the guidelines for booster clubs as outlined in the Orange Unified School District Guidelines for Booster Clubs and /or the Associated Student Body Manual & Desk Reference published by FCMAT. The FCMAT manual may be accessed at <http://www.fcmat.org> . Included in the FCMAT reference are guidelines regarding the organization of booster clubs, financial guidelines, solicitation regulations, site interactions, etc. Any questions or concerns can be directed to your principal or this office.

Respectfully,

Kenneth Miller, Ed.D.



# OUSD Booster Standardized Form for Approval

## Request for Board Approval

Date Submitted to Educational Services: \_\_\_\_\_

Name of Booster

Club/Organization: \_\_\_\_\_

As principal of \_\_\_\_\_, I confirm that the Booster Club Guidelines have been reviewed by myself or a site designee with the above organization.

All components of the check list have been reviewed for completion and accuracy:

Check List:

- Completed Application Submitted
- List of Officers
- Contact Information
- Tax ID #
- Non Profit 501 (c) (3)
- Bylaws Submitted
- Meeting Dates
- Proposed Budget
- Proposed Activities
- Certificate of Insurance

Principal Name \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_

# Section 2

## **Booster Guidelines**

- 1. Guidelines For Booster Clubs**
- 2. Quick Tips (Reference Guide)**
- 3. Guidelines For Student Fees**

## GUIDELINES FOR BOOSTER CLUBS

The Orange Unified School District appreciates parental interest and participation in clubs organized to support extracurricular programs such as athletics and performing arts groups. The purpose of this manual is to provide guidelines for the appropriate and efficient operation of those clubs. Boosters are separate organizations from a school district to contribute financial and moral support. Booster clubs are organized to enhance and heighten the student's experience. Samples of booster activity would include but are not limited to:

- provide financial support
- host celebratory events (senior night, banquet, etc)
- purchase items, equipment for donation to the district
- provide for additional coaching (educational or athletic)
- model and promote good sportsmanship

### Regulations Governing Booster Clubs

California Education Code section 51521 requires that all organizations that conduct fundraising to benefit clubs, schools, students or the district at the K-12 level have prior approval from the school district's governing board or the board-assigned designee. The code states the following:

*No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.*

To meet this statutory requirement, the Orange Unified School District has adopted Board Policy 1230 and accompanying administrative regulations to establish specific conditions and controls for the relationship between such organizations and the District.

#### **All booster clubs are required to:**

1. Complete and file an application with the School Principal to form or renew a booster club. Applications will be submitted to the Board of Education for approval (per Board Policy 1230). Booster clubs must be reauthorized by the Board of Education every five years and may be revoked by the principal.
2. Each year booster clubs will submit a copy of the application, which shall include the date of the original board authorization, an updated plan of activities, and certificate of insurance.

3. Submit a copy of the organization's adopted constitution and bylaws with the application.
4. Ensure that renewal applications include the following:
  - a. An annual financial statement for the year just ended; the statement is to include all expenditures
  - b. A budget for the upcoming year that includes all related activities.

### **Booster Clubs as Nonprofit Organization with Their Own Tax Identification Number**

Booster clubs are not legal components of the school district and each club must have its own tax identification number (TIN). There are several ways to approach being tax exempt, having a TIN, or choosing whether or not to accept donations. The recommended approach is for all booster clubs to apply for nonprofit tax exempt status through the Internal Revenue Service (IRS) and state of California. Preparing constitutions, by-laws, articles of incorporation, budgets and projections are already part of the process of obtaining school entity approval. Taking the next step and completing the federal and state forms is not much more difficult.

IRS Form SS-4, Application for Employer Identification Number, may be submitted over the telephone after it is filled out. For your convenience, a blank SS-4 Form is attached.

Regardless of whether it intends to file for nonprofit status, a booster club that will receive \$5,000 or more in annual revenues or gross receipts is required to file IRS Form 1023, "Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code,"

Likewise, if the booster club wishes to specify contributions as tax-deductible, the most direct path to doing so is through Form 1023, which upon approval will result in the IRS issuing a determination letter that recognizes the booster club's 501(c)(3) nonprofit, tax-exempt status. Booster clubs cannot legally furnish donors with receipts for a charitable tax deductible donation unless they have obtained this type of official determination letter from the IRS.

California nonprofit, tax-exempt status is similar and requires the completion of Form 3500, Exemption Application.

Complete set of instructions and fill-in Forms are available on the IRS and California Franchise Tax Board Web sites at [www.irs.gov](http://www.irs.gov) and <http://ftb.ca.gov>.

## **Political Campaign Activities**

In return for its favored tax-status, a charitable nonprofit promises the federal government that it **will** not engage in “political campaign activity” and if it does, IRS regulations mandate that the charitable nonprofit **will** lose its tax-exempt status.

## **Solicitations on School Premises**

California Education Code 51520, Prohibited Solicitations on School Premises, states the following for K-12 school entities:

*During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an Act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or by the Governing Board of the school district in which the school is located. Nothing in this section shall be construed as prohibiting the solicitation of pupils of the public school on school premises by pupils of that school for any otherwise lawful purpose.*

California Education Code section 51521, also for K-12 school entities, discusses solicitations on behalf of a school.

Ultimately, the K-12 school district's superintendent and governing board have complete authority over whether any such activity occurs on school district property. Thus, obtaining written permission for any such activities is of primary importance. Written permission must be obtained through completion of an "Application and Agreement for Use of Facilities." Please see attached OUSD Board Policies BP1321 and AR1321.

## **Donations for Supplies, Equipment and Transportation**

Booster clubs by nature are designed to assist the school and/or ASB, and such assistance may come in the form of donations of supplies, equipment, facilities maintenance, and transportation.

When a booster club wishes to give the school money (cash donation) for supplies or equipment, the booster should donate the funds by writing a check payable to the school. The school secretary will issue a receipt, fill out a Cash Remittance Form, and submit the paperwork along with the check to Accounting Department. The purchase should be carried out through the district's purchasing system by a district-designated individual who is authorized to spend the funds, with the site administrator's approval.

If the donation from the booster is intended for ASB or any of its Clubs, the check is made payable to ASB. The ASB bookkeeper will issue a receipt and will include the donation on the next ASB Minutes of Meeting to be formally accepted. When ASB spends the donation, it is subject to the same procedures as all other ASB expenses.

Gifts of material items (non-cash) to the school or ASB are to be listed on the District

Gift Form and sent to Educational Services.

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OUSD Educational Services

### **Accounting Practices and Internal Controls**

Booster clubs are responsible for ensuring that proper internal controls exist for all of their financial activities. In accordance with its bylaws, each booster club should elect a treasurer who is assigned the responsibility for recording, documenting and organizing all financial activities.

As do ASBs that exercise good business procedures and follow attached OUSD Board Policies 3450 and 3452, booster clubs should adhere to sound business practices and maintain an adequate system of controls. These include, but are not limited to, the following:

#### **Financial statements and treasury**

- The treasurer or designated officer should prepare monthly financial statements that are presented to the organization along with a copy of the most current bank statement and reconciliation. Financial statements may include cash receipts, cash disbursements, checking account beginning and ending balances, balance sheets, income statements and other relevant items.
- A budget should be developed and approved in the minutes at the beginning of the year to project expected revenues and expenses, and should be revised as needed.
- An auditor who is independent of the treasurer should be appointed and should report directly to the booster club board. The auditor should review all of the financial records, journals, check registers, receipts, invoices, bank statements, and other financial information at least annually.

#### **Cash receipts and bank reconciliation**

- Pre-numbered receipt books and supporting backup documentation.
- Preparation of duplicate deposit, cash count and fund-raising forms.
- Bank deposits should be made intact and in a timely manner.
- Someone other than the individual(s) responsible for depositing funds and writing checks should perform bank reconciliations monthly.

#### **Cash disbursements**

- Checks should require a minimum of two signatures.
- Preparation of duplicate forms such as purchase orders.
- All expenditures should be approved by the booster board and the approval noted in the board meeting minutes.

Fund-raising activities should be conducted for a specific goal and not simply to raise money for the organization. All fund-raising activities conducted on school premises must adhere to the guidelines established by the board of education and each school site's individual guidelines.

Only organizations that have scheduled fund-raising activities and have obtained prior written approval through the completion of a Use of Facilities form and/or other individual site requirements will be authorized to conduct such activities on district or school premises.

A booster club may donate funds to the ASB or the district for transporting students to events. A Transportation Request Form must be completed in conjunction with the ASB and school site, notating the funding is provided by the booster club, and then sent to Transportation Department. The transportation cost is charged to the school's budget number listed on the Transportation Request (object code 5857). Transportation Department will send a copy of the bill to the school to obtain reimbursement. **The booster club should issue a check payable to the Orange Unified School District.** The school secretary will issue a receipt, fill out a Cash Remittance Form, and submit the paperwork along with the check to Accounting Department.

### Paying Stipends, Salaries

A booster club **may not pay any employee** of the school district an additional stipend or salary without prior approval from the district's business and/or personnel office. If the booster club wishes to supplement the school with additional personnel, donate the funds to the District and process the payment through the District's Payroll Department to ensure proper legal requirements are met, such as employment status, mandatory fingerprinting, and employee benefits. Please coordinate with the school's Office Manager to deposit the funds into the proper salary account and to process corresponding Payroll paperwork (ERCA and timecard).

### Summer Sports Collections

The Summer Sports Program is usually organized in early May, so the first collections could start coming in at this time. It is important to deposit parent checks in a timely manner, as in times past, they were often left until the season was winding down and many checks were returned for non-sufficient funds. Accounting can refund parents if the student drops or does not end up participating, with the coach's approval. Call the district accounting department whenever a refund is warranted and a decision as to who will issue the refund can be made at that time.

Typically, the collection of sports fees is done by the various Boosters, who then deposit the checks and cash through their bank accounts and generate one check to the District for the coaches' salaries. The forms that accompany the District deposit are designed and distributed by the District Athletics secretary, under the approval of the Assistant Superintendent of Educational Services, and are generally referred to as "the coaches' packet". The packet contains general information regarding the requirements for coaches to be paid for the program. All pay is run through the District Payroll Department, so no Booster Club should be issuing anything other than supply or fee expenses on behalf of the coach/sport. Allowable expenses would be equipment, transportation, uniforms, tournament fees, or misc. supplies. The packet also includes the pay schedules for that year, which are the 31<sup>st</sup> of the month for certificated personnel and the 1<sup>st</sup> of the next month for Classified. The due dates are a minimum

of two weeks prior to the next regularly scheduled Board Meeting, so as to be approved and ready for Payroll to enter for the next pay cycles.

The Booster Club issuing the check must include the cash remittance form provided showing how the money is to be deposited. Boosters should convert the funds into one check for District Accounting and attach the already completed forms.

### **School District Employees and School Site Interaction**

A district employee who acts in their personal capacity and on their own personal time is free to participate in a booster club. The employee must ensure that participation in the booster club does not present a conflict of interest with their duties as a school employee. The employee should also make it clear that their participation is in their personal capacity and not in their capacity as a district employee. Additionally, they have no authority to work for the booster club during their district work schedule. A district employee acting in his or her official capacity and during work hours may interact with booster club officials when this is a required part of his or her duties as a district employee.

### **Facilities Repair Alteration Improvement Request**

Boosters are encouraged to assist in the bettering of OUSD facilities to enhance the program's effectiveness and student's experience. The OUSD often times does not have the available resources to take on every program's desire. In the forms portion of this document is a Project Approval Request Form. If your organization has the means and desire to assist in the improvement of our facilities this form must be filled out and approval must be given prior to the start of any project. Projects that are completed without approval are subject to removal.

## Quick Tips

- Approved booster club applications are valid for up to one year and requests for renewal shall be presented to the school principal annually. Booster Clubs may be dissolved upon the request of the site administration and all revenues must be placed in the sports ASB account.
- Booster clubs must prepare and adopt a constitution and bylaws that conform to the Board of Education's policies and regulation and the school site's rules and procedures. All booster club members must be made aware that no individual should personally benefit from the activities the organization conducts. This concept should be made a part of the bylaws.
- Booster club officers should be elected according to the structure and process defined in the bylaws.
- Booster clubs are not legal components of the school district. *Each booster club should have its own tax identification number (TIN)*; booster clubs are *not* allowed to use the school district's tax identification number in any way.
- District officials may require booster clubs to be officially recognized as tax-exempt organizations under Internal Revenue code section 501(c)3 and may require them to provide a copy of their determination letter or certificate of non-profit status.
- Booster clubs are responsible for their own tax status, accounting and financial records and must make their own arrangements for an audit if it is needed. The booster club is not audited as part of the district's own annual financial audit. The District has the express right to review and/or audit booster clubs' financial statements to ensure the clubs' financial integrity.
- Any profits from fund-raising activities that are not spent for a booster club's non-profit exempt purpose cannot be returned directly to members or their families.
- No Booster Club or program may impose a mandatory player fee as a precondition for participation as it violates the free schools guarantee of the California Constitution and the prohibition against school fees as contained in Title 5, Section 350 of the California Code of Regulations.
- Booster club funds should never be commingled with Student Body funds.
- Booster Clubs cannot directly pay for employees. Booster paid coaches' salaries must go through the district and must be paid by the payroll department

- Coaches must NOT sign checks for the booster purchases. A coach must NOT be a signer on Booster Club accounts.
- All expenditures should be approved by the booster board and the approval noted in the board meeting minutes.
- Someone other than the individual(s) responsible for depositing funds and writing check should perform bank reconciliations monthly.
- Booster Clubs may donate funds to the district or ASB.
- Booster clubs' ability to use school facilities is regulated by California Education Code 38130-38139, known as the Civic Center Act. Fund-raising and booster run events (such as car washes and tournaments) occurring on District property are directly under the control of school authorities, such as the site administrator, and must be approved by the site administrator prior to any activity. The approval process requires the completion of a Use of Facilities application referred to as "Application and Agreement for Use of Facilities"
- If a booster club is advertising a booster event, all advertisements shall indicate "This is a booster-sponsored event." No site logos shall be used. No OUSD emails or phones shall be listed as contact information.
- If the booster club is having a fund-raising event using OUSD facilities, and there is an admission charge to attend the event, the booster club will pay the Board of Education per the approved Schedule of Fees. In addition, there may be custodial fees if a custodian is needed to assist for the event, or additional charges for utilities may apply.
- The booster club **must** carry its own liability insurance in an amount equal to or exceeding a minimum determined by the school entity.
- In case the booster club dissolves or terminates, the booster club's constitution should provide for the distribution of any excess funds to another non-profit organization, the ASB or the district.
- Do not attempt any facility improvement project without filling out a Project Approval Request Form (PAR) and receiving OUSD approval.

# ORANGE UNIFIED SCHOOL DISTRICT

## Guidelines for Student Fees

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**Article IX, Section 5 of the California Constitution** states: "The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district." In *Hartzell v. Connell*, 35 Cal.3d.899, 913 (1984), the Supreme Court of California unambiguously held that this provision prohibits public school from charging mandatory fees for educational activities. *Id.* at 911. The courts concluded that educational activities include both curricular and extracurricular activities. The Court flatly rejected the argument that a fee-waiver policy that allowed for schools to charge fees for educational activities: "Educational opportunities must be provided to all students without regard to their families' ability or willingness to pay fees or request special waivers." *Id.* at 913. Thus, whenever a public school offers a curricular or extracurricular program to students, the California Constitution requires that the school provide all materials, supplies, and equipment-whether they are necessary or supplementary to the program -to students free of charge.

The constitutional prohibition against requiring public school students to pay fees or purchase materials for educational activities is codified in **Education Code 60070**, which prohibits school officials from requiring students to purchase instructional materials, and reinforced by **Title 5, Section 350 of the California Code of Regulations**, which prohibits schools from requiring students to pay any fee, deposit or other charge not specifically authorized by law. Public schools may solicit and accept donations from parents or the broader community, so long as the fundraising program is voluntary and contributing is not a requirement for participating in an educational activity.

The following guidelines reflect the most recent legislation and California Supreme Court interpretations:

### **AP Exams/PSAT Test:**

May charge for the actual cost of these optional exams. If "extra credit" is given, then alternative equivalent "extra credit" assignments must be provided. Cannot charge for AP workbooks needed for class unless copies can be checked out of library. No correlation between exam score and grade in class. Student cannot be disadvantaged for not taking the exam.

### **Art Projects:**

All students must be provided the supplies needed to complete projects; once the projects are fabricated, the students may be charged the cost of the supplies if they wish to keep the item. However, students may not be charged for food items prepared as part of the class. (Education Code § 17551)

### **ASB/ID Card:**

May not charge for cards that are needed for students to participate in athletics or other extra-curricular activities. Make sure all ID cards are free and provided to students with the only difference being discounts. Students may be charged a nominal fee for lost ASB/ID cards. (Education Code § 48904)

**Athletic Camps:**

Summer camps that are part of the school's athletic program must be free. If an outside group runs a summer camp using District facilities, the outside entity must have a Facilities Use Agreement in place with the District, in accordance with Board Policy.

**Attendance at Athletic Events:**

May charge for tickets for athletic events and other recreational activities that are attended on a voluntary basis. (*Hartzell v. Connell* (1984) 35 Cal.3d 899, 911fn. 14.)

**Banquets/Award Ceremonies (End of Season/End of Year):**

Any events that are considered part of the District's program must be free for the students to attend. If meals are to be provided for a fee, students should be able to attend the awards presentation without a meal if desired.

**Binders/Notebooks:**

Make sure that the purchase of binders/notebooks and other classroom supplies is truly optional, with no grade component for not having them. But can recommend strictly optional materials.

**Calculators:**

Students may not be required to purchase calculators; if calculators are required as part of the course, they must be provided free of charge.

**Cap and Gown:**

May charge rental fee because authorization for such charges is contained in Education Code § 38119.

**Class Fees/Materials Fees:**

Discontinue all fees for items required for participation in the course. This includes a requirement that students purchase novels, workbooks or other supplemental materials.

**Club Dues:**

Students may be required to pay dues assessed by state or nationally sponsored clubs such as National Honor Society and CSF. However, the dues should not be paid to the District.

**Community Service Classes:**

May charge (not to exceed actual costs) for community service classes in civic, vocational, literacy, health, homemaking, technical and general education pursuant to Education Code § 51810. Such classes must be open for the admission of adults and such minors as in the judgment of the governing board may profit from the classes.

**Damaged Textbooks/District Equipment:**

May charge for replacement cost of district books or equipment lost by student or willfully cut, defaced or injured; this assumes the item is returned with damage that is beyond normal wear and tear. (Education Code § 48904)

**Dances/Grade Nite:**

May charge because participation in dances/Grad Night is optional and the activities are purely recreational. (*Hartzell v. Connell* (1984) 35 Cal.3d 899, 911fn. 14.)

**Duplicating records/transcripts:**

May charge for actual cost of duplicating public records, student records/transcripts. (Government Code § 6253; Education Code § 49091.14.)

**Field Trips:**

May charge fees for field trips, excursions and insurance in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because lack of sufficient funds.

(Education Code § 35330(b); 35331.)

**Foreign Language Workbooks/Vocabulary Workbooks:**

Students cannot be required to purchase workbooks.

**Home to School Transportation:**

May charge transportation fee for transportation between home and school and ROP centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per pupil and provided there is a waiver provision based on financial need. (Education Code § 39807.5.)

**Immunizations:**

Students are required to provide proof of required immunizations; the District is not required to cover these costs; students who cannot afford immunizations should be referred to the Orange County Health Care Agency. (Education Code § 48216)

**School to Game/Parade Transportation:**

May not charge transportation fee to and from school to athletic event/parades.

(*Hartzell v. Connell*, Education Code § 35330(b).)

**Library Fines:**

May not charge fines for overdue materials as Board Policy does not authorize such fines.

(5 CCR § 16042)

**Musical Instruments:**

May not require purchase or rental fee for musical instruments; if instruments are taken on excursions to foreign countries, a deposit may be required. (Education Code § 38120)

**Parking Fee:**

May charge parking fee. (Vehicle Code § 21113.)

**PE Clothes:**

May charge for standardized physical education attire of a particular color and design (e.g., blue shirt and grey athletic shorts), but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student. (Education Code § 49066.)

**Locks/Lockers:**

May not charge for locks or lockers. Students can be charged for lost locks.

**Outdoor Science Camp Programs:**

May charge for outdoor science camp programs provided no student is denied opportunity to participate and there is alternative activity for students who stay home. This applies only to those programs that comply with Education Code § 8760 et seq. (Education Code § 35335.)

The District must provide an opportunity for athletes to receive the CIF-required physical examination at no cost. If a student chooses instead to visit his personal health care provider for this purpose, the student will be responsible for the cost.

**Spirit Packs:**

Spirit Packs may be sold, but a student cannot be required to purchase a Spirit Pack to participate in a sport. Items in the Spirit Packs must not include any required items needed to participate in a sport (e.g., required practice uniforms).

**Summer School:**

May not charge for summer school classes.

**Team Uniforms (Athletic/Band/Choir):**

The school must provide a free uniform, including specialized shoes or cleats, to any student who is a member of the school team. This includes practice uniforms if required. Students can be allowed to purchase their own uniforms. The free uniform must be substantially the same as those made available for purchase. However, buying a team uniform cannot be required to participate in the school sport or activity. Exceptions include basic athletic shoes, socks, undergarments and Spirit Pack items. Booster clubs can raise money to donate uniforms.

**Other:****Student Fund Raising Activities:**

Students may be required to attend fundraising events. If they are unable to raise funds, the school cannot prevent them from participating in the activity program. It is important to distinguish required fundraising from required attendance at fundraising. Attendance at a fundraising event is the same as attendance at practices, games, rehearsals, or performances which are all an expected aspect of participation. Remember the requirement is to attend a fundraising event, rather than to raise money as a condition of student participation in the school activity or program. Students cannot be required to sell a certain number of candy bars, program ads, rolls of wrapping paper, tickets to a pancake breakfast, etc. as a condition for participation in the school activity.

**Booster Clubs:**

Booster clubs may fundraise. Parent participation in Booster clubs cannot be required as a condition for student participation in the school activity or program.

**Donations:**

Donations are voluntary only. Any statement or explanation related to a donation that could lead a reasonable person to believe that the donation is not voluntary is to be avoided. Requests for voluntary donations should not have due dates or minimum contributions. Requests may use language such as the following: "This activity costs the District approximately \$ (fill in the amount) per student; consequently, the District suggests a voluntary donation of this amount. However, any amount is appreciated. No students will be barred from participating in this activity or negatively impacted because of a failure to donate money to the program. If the program is not financially feasible given the timing and overall level of donations received, the program may be cancelled or modified."

# Section 3

## **Sample Bylaws**

- 1. VPHS Baseball**
- 2. Generic Bylaws**

VILLA PARK H.S. BASEBALL CONSTITUTION AND BYLAWS  
TAX ID Number:

SAMPLE

ARTICLE 1-NAME

This organization shall be known as the VPHS Baseball Boosters, hereinafter referred to as "VPHSBB."

ARTICLE II - OBJECTIVE

SECTION 1

The objective of VPHSBB shall be to assist with the administration, fund raising, coordination, and business management for the Villa Park High School Baseball program.

SECTION 2

- a) VPHSBB is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 ( c ) ( 3 ) of the Internal Revenue Code, or corresponding section of any future Federal tax code.
  
- b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

ARTICLE MEMBERSHIP

SAMPLE

SECTION 1 Eligibility.

Any person sincerely interested in active participation to further the objective of VPHSBB may apply to become a Member.

SECTION 2 Classes.

There shall be the following classes of Members:

(a) Coaching Members.

Any Coach or duly appointed Assistant meeting the requirements of Villa Park High School may be eligible for participation. Coaching Members shall have no rights, duties or obligations in the management or in the property of the VPHSBB or in the payment of dues as hereinafter provided.

(b) Regular Members.

Any adult person, parent or guardian actively interested in furthering the objectives of the VPHSBB may become a Regular Member upon submittal of registration forms, including but not limited to address, home and work phone number, email address, and payment of membership fees. The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, and other elected or appointed officials must be active Regular Member in good standing.

(c) Honorary Members.

Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the VPHSBB.

(d) Sustaining Members.

Any person not a Regular Member who makes financial or other contribution to the VPHSBB may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the VPHSBB.

(e) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3 Other Affiliations

(a) Members shall not be required to be affiliated with another organization or group to qualify as members of the VPHSBB.

## SECTION 4 Suspensions or Termination.

Membership may be terminated by resignation, non-payment of fees, or action of the Board of Directors as follows.

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the VPHSBB and/or Villa Park High School. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

## ARTICLE IV - REGISTRATION FEES FOR REGULAR MEMBERS

### SECTION 1

Registration Fees for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular year. Note: Registration Fees for Regular Members are separate from spirit packs, fund raising events, etc. which are determined annually by the Board of Directors in accordance with Regulation XIII (c). If no Registration Fees for Regular Membership are collected, Section 2 below does not apply.

### SECTION 2

Regular Members who fail to pay their fixed dues within 120 day(s) of application to become a member may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

## ARTICLE V - GENERAL MEMBERSHIP MEETINGS

### SECTION 1 Definition.

A General Membership Meeting is any meeting of the membership of the VPHSBB. A minimum of one meeting per year (Annual Meeting, see Section 6) is required. SECTION 2 Notice of Meeting.

Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least ten (10) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

### SECTION 3 Quorum.

At any General Membership Meeting, the presence in person or representation by absentee ballot of one fourth (25 percent) of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

## SECTION 4 Voting.

Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4.)

## SECTION 5 Absentee Ballot

For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of VPHSBB. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

## SECTION 6 Annual Meeting of the Members.

The Annual Meeting of the Members of the VPHSBB shall be held at the end or beginning of each regular school season each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at least one Annual Meeting of the Members of the VPHSBB a report, verified by the President, and Secretary or Treasurer, or by a majority of the Directors, showing:

- (1) The condition of the VPHSBB, to be presented by the President or his/her designates;
- (2) A general summary of funds received and expended by the VPHSBB for the previous year, the amount of funds currently in possession of the VPHSBB, and the name of the financial institution in which such funds are maintained;
- (3) The whole amount of real and personal property owned by the VPHSBB, where located, and where and how invested;
- (4) The year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
- (5) The names of the persons who have been admitted to regular membership in the VPHSBB during such year. This report shall be filed with the records of the VPHSBB and entered in the minutes of the proceedings of the Annual Meeting.

(b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than four (4).

(c) After the Board of Directors is elected, the Directors shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on August 1st of each year. The Board's term of office shall continue for one year or until its successors are elected and qualified under this section.

(d) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, Standing Committee Chair (s) Snack Bar, Field Maintenance and one or more Team Representatives.

#### SECTION 7 Special General Membership Meetings.

**SAMPLE**

Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of twenty (20) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than fourteen (14) days after the request is received by the President or Secretary.

#### SECTION 8 Rules of Order for General Membership Meetings.

Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the VPHSBB.

### ARTICLE VI - BOARD OF DIRECTORS

#### SECTION 1 Authority.

The management of the property and affairs of the VPHSBB shall be vested in the Board of Directors.

#### SECTION 2 Increase in number.

The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

#### SECTION 3 Vacancies.

If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

## SECTION 4 Board Meeting, Notice and Quorum.

Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

(a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of 3 Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

(b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 2 day(s) before the time appointed for the meeting to the last recorded address of each Director.

(c) 51 % of the members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.

(d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

## SECTION 5 Duties and Powers.

The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the VPHSBB as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the VPHSBB in accordance with the procedure set forth in Article III, Section 4 (a, b).

## SECTION 6 Rules of Order for Board Meetings.

Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the VPHSBB.

## ARTICLE VII DUTIES AND POWERS OF THE BOARD

### SECTION 1 Appointments.

The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

### SECTION 2 President.

The President shall:

- (a) Conduct the affairs of the VPHSBB and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the VPHSBB at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the VPHSBB.
- (d) Be responsible for the operations of the VPHSBB (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the VPHSBB such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the VPHSBB and report thereon to the Board as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

### SECTION 3 Vice President.

The Vice President Shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of the President.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

### SECTION 4 Secretary.

The Secretary shall

- (a) Be responsible for recording the activities of the VPHSBB and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the VPHSBB, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

(g) Notify Members, Directors, Officers and committee members of their election or appointment.

## SECTION 5 Treasurer. The

Treasurer shall:

(a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.

(b) Make deposits approved by Secretary in a depository approved by the Board of Directors

(c) Keep records for the receipt and disbursement of all monies and securities of the VPHSBB" approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures, one of which must be the Treasurer, the other of which must be either the President or the Secretary, agreed.

(d) Review an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.

(e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board Directors at the Annual Meeting.

## SECTION 6 Team Representative.

The Team Representative shall

(a) Interact with parents and players of a school baseball team and coaching staff, and make reports for the Directors.

(b) Receive and review applications for Members and assist the Directors as required.

## ARTICLE VIII - EXECUTIVE COMMITTEE

### SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) no more than five (5) Directors, one of whom shall be the President of the VPHSBB.

### SECTION 2

The Executive Committee shall advise and assist the Officers of the VPHSBB in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

## SECTION 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

## ARTICLE IX - OTHER COMMITTEES

### SECTION 1 Nominating Committee.

The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Member. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

### SECTION 2 Appropriations Committee.

The Board of Directors may appoint a Appropriations Committee consisting of not less than three (3) no more than five (5) Directors. The Treasurer shall be an ex-officio member of the committee. The Committee shall investigate ways and means of financing the VPHSBB including team sponsorships and submit recommendations.

### SECTION 3 Field Maintenance and Grounds Committee.

The Board of Directors may appoint a Field Maintenance Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

## ARTICLE X - AFFILIATION

### SECTION 1 Charter.

The VPHSBB shall apply when necessary, and shall do all things necessary to obtain and maintain its Non-Profit charter. The VPHSBB shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

## ARTICLE XI - FINANCIAL AND ACCOUNTING

### SECTION 1 Authority.

The Board of Directors shall decide all matters pertaining to the finances of the VPHSBB and it shall place all funds for operations, in such accounts deemed necessary by the Treasurer and Secretary to secure such funds.

## SECTION 2 Contribution.

The Board shall not permit the contribution of funds or property to other Villa Park High School athletic teams, and shall only solicit funds for the common treasury of the VPHSBB.

## SECTION 3 Solicitations.

The Board shall not permit the solicitation of funds in the name of any other sports program VPHSBB.

## SECTION 4 Disbursement of Funds.

The Board shall not permit the disbursement of VPHSBB funds for other than the conduct of VPHSBB activities in accordance with the rules, regulations and policies of its Board of Directors and Constitution. All disbursements shall be made by check. All checks shall be signed by the VPHSBB Treasurer and the President or Secretary.

## SECTION 5 Compensation.

No Director, Officer or Member of the VPHSBB shall receive, directly or indirectly any salary, compensation or emolument from the VPHSBB for services rendered as Director, Officer or Member. Members may be reimbursed for approved expenses made in advance and on behalf of VPHSBB.

## SECTION 6 Deposits.

All monies received, including Auxiliary Funds, shall be deposited to the credit of the VPHSBB in a federally insured financial institution.

## SECTION 7 Fiscal year.

The fiscal year of the VPHSBB shall begin on June 30 and shall end on June 29 unless otherwise recommended by the Board of Directors.

## SECTION 8 Distribution of Property upon Dissolution.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the count in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes

In accordance with the above paragraph, upon dissolution of the VPHSBB and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the VPHSBB to The Villa Park Athletic Department.

## ARTICLE XII-AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting. Draft of all proposed amendments shall be submitted to the President and Board of Directors for approval before implementation.

This Constitution was approved as amended by the membership on December 11, 2006.  
Reviewed and amended on \_\_\_\_\_ by the membership.

\_\_\_\_\_  
John Doe, President

\_\_\_\_\_  
Jane Doe, Secretary

Federal Tax ID Number:

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\_\_\_\_\_ **High School** \_\_\_\_\_ **Booster Club, Inc.**  
**By-Laws**

**ARTICLE I – NAME:** What is the official title of your organization

This organization shall be known as the \_\_\_\_\_ High School \_\_\_\_\_ Booster Club, Incorporated; hereinafter referred to as "the \_\_\_\_\_ Boosters."

**ARTICLE II - MISSION STATEMENT:** What does your organization stand for

The \_\_\_\_\_ High School \_\_\_\_\_ Boosters, also known as "the Boosters," are composed of parents and other community members who have an interest in improving and assisting the \_\_\_\_\_ High School \_\_\_\_\_ program. The Booster's primary purpose is fundraising to support the \_\_\_\_\_ program and promoting school spirit through sport.

**ARTICLE III – OBJECTIVE:** What is your organization going to do

**SECTION 1**

The objective of the Boosters shall be to support and raise money for \_\_\_\_\_ High \_\_\_\_\_ while promoting school spirit.

**SECTION 2**

To achieve this objective, the Boosters will provide a program that encourages participation. All Directors, Officers and Members shall bear in mind that we support all the levels of the \_\_\_\_\_ program. In accordance with Section 501 (c) (3) of the Federal Internal Revenue Code, the Boosters shall operate exclusively as a non-profit organization. No part of the net earnings shall benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

**ARTICLE IV – MEMBERSHIP:** Who can be a member and what does your membership look like

**SECTION 1**

**Eligibility-** Any person sincerely interested in active participation to further the objective of the Boosters may apply to become a Member.

**SECTION 2**

**Members:**

- (a) **Regular Members.** The parents or legal guardians of any youth participating in programs, alumni, and all other adults wishing to support \_\_\_\_\_ High School \_\_\_\_\_ and who complete an application and consider membership donations. The Director of Membership shall maintain the roll of all members.
- (b) When a membership application has been completed and membership donations have been collected; members shall have the right to hold office as duly elected, to

# SAMPLE

attend all general membership meetings and to vote on all matters properly before the membership. No Member shall have any right or interest in the property of the Boosters.

- (c) Every parent or guardian of any youth participating in \_\_\_\_\_ High School \_\_\_\_\_ is strongly encouraged to:
- (1) Attend all general membership meetings and to vote on all matters and participate in discussions properly before the Booster membership.
  - (2) Support the Boosters in its financial responsibilities by making **voluntary** donations.
  - (3) Participate in Booster activities designed to support \_\_\_\_\_ High School \_\_\_\_\_.
- (d) No Member shall have any right or interest in the property of the Boosters.

## SECTION 3

**Suspension or Termination.** Members may be terminated by resignation, or action of the Board of Directors by a two-thirds vote of those present at any duly constituted Board meeting. The Board shall have the authority to discipline, suspend, or terminate the membership of any Member, when the conduct of such person is considered detrimental to the best interests and objectives of the Boosters. The Member shall be notified of such meeting, informed of the general nature of the reasons, and given an opportunity to appear at the meeting to show evidence that the reasons are not correct or true.

**ARTICLE V - GENERAL MEMBERSHIP MEETINGS:** What kind of meetings will you have and when will they be

## SECTION 1

**General Membership Meeting.** A General Membership Meeting is any meeting of the membership of the Boosters, including Special General Membership Meetings. There shall be at least one General Membership Meeting.

## SECTION 2

**Notice of Meeting.** Notice of each General Membership Meeting, shall be posted electronically at least seven days in advance of the meeting. Such notice shall include the place, date, time and purpose of the meeting.

## SECTION 3

**Voting.** Only Regular Members in good standing shall have the right to make motions at General Membership Meetings. Each member is allowed to cast only one vote. The Board of Directors may invite and admit guests for presentations or comments during such meetings. There is no quorum required in order to convene a duly constituted General Membership Meeting. No absentee ballots will be recognized.

# SAMPLE

## SECTION 4

**Annual Meeting of the Members.** The annual Meeting of the Members shall be held at the June meeting each year for the purpose of electing the Board of Directors, receiving reports, reviewing these By-Laws, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting a report by the President, or his/ her designate, the content of which should include:

(1) The condition of the Boosters,

(2) A general summary of funds received and expended by the Boosters for the previous year, the amount of funds currently in possession of the Boosters and the name of the financial institution in which such funds are maintained

(3) The whole amount of real and personal property owned by the Boosters, and where located.

(b) The Membership shall have the right to vote for each position to be filled on the Board of Directors.

(c) The Membership shall have the right to increase the number of the Board of Directors. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at subsequent General Membership meetings.

(d) The Board of Directors shall assume the performance of its duties immediately following the elections.

(e) The Board's term of office shall continue until its successors are elected and qualified under this section.

## SECTION 5

**Special General Membership Meeting.** Special General Membership Meetings may be called by a majority of the Board of Directors, or by the President. Upon written request of ten Members, the President shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted. The request must be served on both the President and the Secretary. The Secretary shall be responsible for notifying all Members of the date, time and place of the meeting within five (5) days of receipt of the request. The President or the Secretary shall hold such meeting no later than fourteen (14) days after the receipt of the request. Notification may be made to Members in local newspapers.

**ARTICLE VI - BOARD OF DIRECTORS:** Who are the organizations officials? Titles and Terms

## SECTION 1

**Authority.** The Board of Directors shall be the governing body of the Boosters and shall be charged with the full responsibility for the conduct of all phases of the program, and shall be empowered to take all action necessary to discharge this responsibility subject only to the

# SAMPLE

limitations contained in the Articles of Incorporation or By-Laws.

**Officers of the Board of Directors.** The following shall be the Officers and voting members of the Board of Directors:

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Secretary
- 5) Director of Membership
- 6) Director of Communication
- 7) School Site Council Representative
- 8) Student Representatives (up to 2)

Non-elected, ex-officio voting members

- 1) Athletic Director
- 2) Principal
- 3) Vice Principal
- 4) Coach

## SECTION 2

**Term of Office.** The voting members of the Board of Directors shall be elected by the Members at the Annual Meeting for a term of one (1) year and will be eligible for reelection annually. Incoming officers shall assume office following the June election and shall enter into the performance of their duties and shall continue in office until their successor has assumed office. A nominating committee will be appointed by the President each April to place names of individuals on the slate of nominees for the Annual Meeting. No more than one member of an immediate family may serve as a voting member of the Board of Directors at the same time.

**Attendance at Meetings.** All Board Members are required to attend all duly notified meetings. Members may only be excused from attendance by the President. Two consecutive unexcused absences or any three unexcused absences during the year may result in removal from the Board of Directors.

## SECTION 3

**Vacancies.** In the event that a position becomes vacant during the year, the President shall appoint a replacement.

## SECTION 4

**Special Board Meetings, Notice and Quorum.** Special meetings of the Board shall be held at the discretion of the President or the Board of Directors and on such days as shall be determined by the Board.

- (a) The President, or any three voting Board Members may issue a call for a Special Board Meeting. Notice shall be not less than forty-eight hours in advance of such Special Meeting. Notice shall include the purpose of the meeting, no other matters not so noticed may be acted upon at the meeting, and Robert's Rules will be followed.

# SAMPLE

- (b) Notice of each Special Board meeting shall be given by the Secretary personally, electronically, or by mail to each Director at least 48 hours before the time of the meeting.
- (c) A majority of the elected Board Members shall constitute a quorum for the transaction\_of business.

## ARTICLE VII - DUTIES AND POWERS OF THE BOARD: Who are the organizations officials? Duties and Powers

### SECTION 1

**Appointments.** The President, or the Board may appoint such other officers as he/she may deem necessary, and may prescribe the duties of each. The President or the Board shall have the power to appoint such committees as they deem necessary, and to delegate such powers to them as is advisable and proper under these By-Laws. The Board shall have the power, by two-thirds vote of those present at a duly constituted meeting, to discipline, suspend, or remove any Director or Officer, or Committee member in accordance with the procedure set forth in Article IV, Section 4.

### SECTION 2

**President.** The President shall:

- (a) Conduct the affairs of the Boosters and execute the policies established by the Board.
- (b) Communicate to the Board such matters as deemed necessary, and make suggestions that promote the welfare and achieve the objectives of the Boosters.
- (c) Act on behalf of the Board, with their approval on matters of contracts, leases, and purchases in the name of the Boosters.
- (d) Investigate complaints, irregularities, and conditions detrimental to the Boosters and report to the Board or Executive Committee as necessary.
- (e) Present a report of the condition of the Boosters at the Annual Meeting.

**Vice President.** The Vice President shall:

- (a) Perform any duties as requested by the President
- (b) Preside at meetings in the absence of the President

**Secretary.** The Secretary shall:

- (a) Be responsible for recording the activities of the Boosters and maintain appropriate files, Board list, membership records, minutes, and mailing lists.
- (b) Perform such duties as are incident to the office of Secretary.
- (c) Give required notice of all meetings of the Boosters.
- (d) Distribute minutes of the meetings within seven (7) days of past meeting.
- (e) Conduct all correspondence not specifically delegated in connection with said meetings and is responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify members of their election or appointments.

**Treasurer** shall:

- (a) Perform all duties as are herein set forth, and such duties as are incident to the office of Treasurer.

# SAMPLE

- (b) Keep records for the receipt and disbursement of all monies of the Boosters, approve all payments from allotted funds, and draw checks therefore in agreement with policies established by the Board. All checks shall be signed by the Treasurer and/or President.

## **Directors of Membership shall:**

- (a) Be responsible for promoting AHS Booster Membership initiatives.
- (b) Maintain membership roster and reconcile membership upgrades and donations with Treasurer.

## **Director of Communication shall:**

- (a) Be responsible for maintaining the Hornetbooster web-site
- (b) Be responsible for all other communications of Booster actions as requested by the Board

## **School Site Council Representative shall:**

- (a) Act as liaison with SSC and provide reports on **SSC** monthly meetings.
- (b) Represents \_\_\_\_\_ Booster interests at SSC meetings.

## **Student Representatives (up to 2) shall**

- (a) Represent fairly the students of \_\_\_\_\_ High School for which they have been elected to this body
- (b) Communicate back to the student body the actions of the Boosters.

## **Director of Each Level (up to 2 each)**

- (a) Represent fairly the level for which they have been elected
- (b) Communicate back to that sport's management (coach) about the actions of the Boosters.

## **ARTICLE VIII - EXECUTIVE COMMITTEE: Formation of and Executive Committee**

### **SECTION 1**

The Board may appoint an Executive Committee that shall consist of the President, Vice Presidents, Secretary, Treasurer, and the Director of Membership. The President shall serve as Chairperson of the Committee.

### **SECTION 2**

The Executive Committee shall advise with and assist the Board in all matters concerning its interests and the management of affairs, and shall have other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board.

### **SECTION 3**

At any meeting of the Executive Committee, a majority of the total number of members shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

# SAMPLE

## ARTICLE XI - FINANCIAL AND ACCOUNTING: How money will be raised and spent

### SECTION 1

**Authority and Disbursement.** The Principal, Athletic Director and President of the Boosters shall decide all matters pertaining to the distribution of funds other than fundraising expenses, and shall place all income in the Booster bank accounts, directing expenditure of funds other than fundraising expenses in such manner as the Principal, Athletic Director, and the President of the Boosters agree. The Board of Directors shall have an opportunity to discuss such expenditures and may appeal the decision of the Principal, Athletic Director and President. The decision of the Principal shall be final. The Treasurer or the President shall sign checks, or other Officer as the Board shall determine.

### SECTION 3

**Compensation.** No Director, Officer, or Member shall receive, directly or indirectly, compensation from the Boosters.

### SECTION 4

**Fiscal Year.** The fiscal year of the Boosters shall begin on July 1 and end on June 30.

### SECTION 5

**Budget.** The Board of Directors shall adopt an annual budget of income and expenses under the direction of the President and the Treasurer. The Board shall make the budget available to Members at the Membership meeting.

### SECTION 6

**Expenditures.** Only by a majority vote of the Board of Directors may any individual be authorized to spend money for fundraising expenses.

### SECTION 7

**Distribution of Property upon Dissolution.** Upon dissolution of the Boosters and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Boosters to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of these By-Laws, which are, or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding, provision.

In accordance with the above paragraph, upon dissolution of the Boosters and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Boosters to The \_\_\_\_\_ High School Athletic Department.

# SAMPLE

**ARTICLE XII - NON-DISCRIMINATION:** Your organization will not discriminate

It is the policy of the Boosters that all the parties involved in the operation of the Boosters will provide an operational environment that is free of all forms of discrimination.

**ARTICLE XIII - CONFLICT OF INTEREST:** Your organization will not engage in activities that will create a conflict of interest

Members of the Board and Committee Members shall not engage in any activity which gives rise to, or could give rise to, an appearance or claim of self-dealing loyalty or conflict of interest by reason of such person's position with the Boosters. In the event that such person has reason to believe his or her activities or anticipated activities could give rise to any such claim, he or she shall have a duty to disclose such activities or anticipated activities to the Board of Directors.

**ARTICLE XIV – INDEMNIFICATION:** Hold harmless

The Boosters shall indemnify and hold harmless every Director, Officer, and Member of the Boosters to the fullest extent allowed under California Corporations Code Section 7237, or as otherwise allowed by law at the time of indemnification.

**ARTICLE XV – AMENDMENTS:** Any additional components

These By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly constituted meeting of the Members, providing notice of the proposed change is included in the notice of such meeting.

**Signatures and Federal Tax ID. Number**

*These By-Laws were approved by the Membership on \_\_\_\_\_*

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Federal ID No: ##-#####

# Section 4

## **Board Policies That Pertain to Boosters / Activities / Athletics**

- 1. Board Policy: Athletic Competition**
- 2. Board Policy: School Connected Organizations**
- 3. Board Policy: Money and School Business**
- 4. Board Policy: Solicitation of Funds From and By Students**
- 5. Board Policy: Money in School Buildings**
- 6. Board Policy: Student Activity Funds**
- 7. Board Policy: Extracurricular and Co-curricular Activities**

## **Board Policy Athletic Competition**

**BP 6145.2(a)**

### Instruction

#### Athletic Competition

The Board of Education recognizes that the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

The District's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes.

Any complaint regarding the District's athletic program shall be filed in accordance with the District's uniform complaint procedures.

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

The Board encourages business and community support for District athletic programs, subject to applicable District policies and regulations governing advertisements and donations

#### **Nondiscrimination and Equivalent Opportunities in the Athletic Program**

The District's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females.

Any complaint regarding the District's athletic program shall be filed in accordance with the District's uniform complaint procedures.

#### **Sportsmanship**

The Board values the quality and integrity of the athletic program and the ethical well-being and character development of the student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct, as adopted by the California Interscholastic Federation (CIF) in its publication "Pursuing Victory with Honor."

Students and staff may be subject to disciplinary action for improper conduct.

### **California Interscholastic Federation**

The Board maintains membership in the CIF and requires that interscholastic athletic activities be conducted in accordance with Board policy, administrative regulation, and CIF bylaws and rules. The Superintendent or designee shall have responsibility for the District's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for the site-level decisions, as appropriate.

The Superintendent or designee shall annually designate an employee from each high school to serve as a representative to the local CIF league. Appointees shall represent the District in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the District's goals for interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the District, and individual interpersonal communication and leadership skills.

The Superintendent or designee shall ensure that the District representatives to the CIF report regularly to the Board on league, section, and statewide issues, as well as activities and prospective actions related to athletics.

### **Student Eligibility**

The first priority of student athletes shall be a commitment to their education and performing well in the classroom. Eligibility requirements for participation in the District's interscholastic athletic program are the same as those set by the District for participation in extracurricular and co-curricular activities. In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by the CIF satisfy CIF eligibility requirements. Students shall not be charged a fee to participate in an athletic program.

### **Health and Safety**

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. Universal precautions shall be observed when injuries occur.

Students shall have a medical clearance before participating in the interscholastic athletic program. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

Coaches and appropriate District employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

In the event that an injury occurs, the coach or other appropriate District employee shall observe universal precautions and shall remove the student athlete from the activity and/or seek medical treatment for the student as appropriate.

### **Supervision**

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training, and preparation for competition. Athletic events shall be officiated by qualified personnel.

### **Legal Reference:**

#### **EDUCATION CODE**

200-262.4 Prohibition of discrimination

270-271 Athletes' Bill of Rights

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics  
35160.5 District policies; rules and regulations  
35179 Interscholastic athletics  
48850 Interscholastic athletics; students in foster care  
48900 Grounds for suspension and expulsion  
48930-48938 Student organizations  
49020-49023 Athletic programs; legislative intent, equal opportunity  
49030-49034 Performance-enhancing substances  
49458 Health examinations, interscholastic athletic program  
49475 Health and safety, concussions and head injuries  
49700-49701 Education of children of military families  
51242 Exemption from physical education for high school students in interscholastic program

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:  
4920-4922 Nondiscrimination in intramural, interscholastic, and club activities  
5531 Supervision of extracurricular activities of students  
5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities  
106.33 Comparable facilities  
106.41 Nondiscrimination in athletic programs

ORANGE UNIFIED SCHOOL DISTRICT

Adopted: (7-88 12-92 3-08) 4-12 Orange, California

Community Relations

### **School-Connected Organizations**

The Board of Education recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board requires parent/guardian clubs to have a written statement of purpose and bylaws. The Board recognizes that these organizations are independent of the school or District. In order to protect the District and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the District. (cf. 1321 - Solicitation of Funds) (cf. 3290 - Gifts, Grants and Bequests)

Groups desiring to be recognized as school-connected organizations shall request authorization from the Board in accordance with conditions established in administrative regulations.

Legal Reference:

#### **EDUCATION CODE**

35160 Authority of governing boards

35160.1 Broad authority of school districts

38131 Use of civic center by public

38134 Groups which may use school facilities without charge

Management Resources:

#### **LEGAL ADVISORY**

1101.89 School District Liability and "Hold Hannless" Agreements, LO: 4-89

Adopted: (7-88 9-91) 10-05

ORANGE UNIFIED SCHOOL DISTRICT  
Orange, California

Community Relations

**Solicitation of Funds From and By Students**

**Solicitations on Behalf of Non-School Charitable Organizations**

The Board of Education recognizes that participation in fundraising for nonprofit, nonpartisan charitable organizations can help students develop a sense of social responsibility.

When approved in advance by the Board, funds may be solicited or materials distributed for those nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law. (E.C. 51520)

**Solicitations on Behalf of the School**

With the approval of the Superintendent or designee, official school-related organizations may organize fundraising events involving students. (cf 1230-Other School-Connected Organizations)

**All Solicitations**

Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no students shall be made to feel uncomfortable or pressured to provide funds. Staff is expected to emphasize the fact that donations are always voluntary. No students shall be barred from an activity because they did not participate in fundraising.

Legal Reference:

**EDUCATION**

**CODE**

51520 Prohibited solicitations on school premises (accept such nonpartisan, charitable organizations as approved by the governing board)

51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception

**BUSINESS AND PROFESSIONAL CODE**

17510-17510.7 Charitable solicitations

**CODE OF REGULATIONS. TITLE 8**

11706 Dangerous activities and occupations

Business and Non-Instructional Operations

**Money in School Buildings**

Money collected by school District employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion and to teach such procedures to the students.

All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall money be left overnight in schools or sites except in safes provided for safekeeping of valuables. All banks used by the schools or sites shall provide for bank deposits after regular banking hours in order to facilitate depositing monies on a timely basis.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards  
35250 Duty to keep certain records  
41020 Requirement for annual audit  
42800-42810 Revolving funds

Adopted: (7-88 10-93) 2-06

ORANGE UNIFIED SCHOOL DISTRICT  
Orange, California

Business and Non-Instructional Operations

**Student Activity Funds**

Student organizations may raise and spend money to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the District. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities. (cf. 1321 - Solicitation of Funds from and by Students) (cf. 3554 - Other Food Sales)

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to the students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

With Board approval, student funds shall be held or invested in one of the following ways:

1. Deposited or invested in a federally insured bank or savings and loan; or in a state or federally insured credit union. (E.C. 48933)
2. Invested in U.S. savings bonds or obligations. (E.C. 48933)
3. Loaned to other District student organizations or invested in District property improvements pursuant to E.C. 48936.

Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor and a student organization representative. (E.C. 48933)

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. Auditing cost shall be paid from District funds. (E.C. 41020) (cf. 3400 - Management of District Assets/Accounts)

Legal Reference:

EDUCATION CODE

- 41020 Requirement for annual audit
- 48930-48938 Student body organization

ORANGE UNIFIED SCHOOL DISTRICT  
Orange, California

Adopted: (10-93) 2-06

Instruction

### **Extracurricular and Co-curricular Activities**

The Board of Education recognizes that extracurricular and curricular activities enrich the educational and social development and experiences of students and enhance students' feelings of connectedness with the schools. The District shall encourage and support student participation in extra/co-curricular activities and curriculum- and non-curriculum-related student clubs without compromising the integrity and purpose of the educational program.

No extracurricular or co-curricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or co-curricular activity be required or refused on those bases. Prerequisites for student participation in extracurricular and co-curricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. (5 CCR 4925)

Any complaint alleging unlawful discrimination in the district's extracurricular or co-curricular programs or activities shall be filed in accordance with *BPIAR* 1312.3 - Uniform Complaint Procedures.

Unless specifically authorized by law, no fee shall be charged to students for participation in extracurricular and co-curricular activities related to the educational program, including materials or equipment related to the activity.

#### **Eligibility Requirements**

To be eligible to participate in extracurricular and co-curricular activities students in grades 7 through 12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes.
2. Maintenance of a minimum progress toward meeting high school graduation requirements.

The Superintendent or designee may grant ineligible students a probationary period not to exceed one quarter. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of any child in foster care or a child of an active duty military family for extracurricular or co-curricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

**Student Conduct at Extracurricular/Co-curricular Events**

When attending or participating in extracurricular and co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with

Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49024 Activity Supervisor Clearance Certificate

49700-49704 Education of children of military families

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

# Section 5

## **Employees and Volunteers who Transport Students**

- 1. Requirements**
- 2. Employees/Volunteer-Private Vehicle**
- 3. OUSD Student Voluntary Transportation Agreement**

## EMPLOYEES & VOLUNTEERS WHO TRANSPORT STUDENTS USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

The District takes every opportunity to guarantee that students are transported in a safe economical fashion. The first choice of transportation is to utilize the Transportation Department. Their focus is safe and their drivers and equipment are all inspected/tested by the Highway Patrol. There are times however, that the busses are not an option so alternatives are available.

In the event that parents or staff volunteer to transport students, the District wants to ensure that the driver and his/her vehicle is safe. This is done by gathering information about the volunteer driver and running it through DMV. It takes two weeks to obtain a report so planning is everything. Nobody under age 21 is permitted to volunteer to transport students. This process is completed annually for each driver.

Before you allow staff or parents to transport students for a school sponsored activity, they must be cleared to drive by the Risk Management Department. There should be no volunteer drivers who have not received clearance before they drive.

In order to verify that they are safe drivers, we need:

- ☐ Copy of their driver's license
- ☐ Copy of current auto insurance policy  
(Not the proof of coverage card, the actual policy that states effective dates, who may or may not drive and coverage limits.)
- ☐ The attached form, completed and signed by the Principal.

It is important for the volunteer driver to understand that the auto insurance coverage for their vehicle is the coverage that is primary in the event of an accident. The District coverage through ReLiEF is secondary. This is why proof of coverage limits of \$100,000/\$300,000 is required before authorization to drive is awarded.



# Orange Unified School District

## Employee/Volunteer Drivers- Use of Private Vehicles

When a District Employee or Volunteer is using a personal automobile for the School District, the liability coverage on the personal automobile is primary. The District's liability program will not cover the personal automobile for comprehensive or collision damages. The California Automobile Insurance Policy covers any additional person the driver may be transporting on an occasional (not commercial) basis. Therefore, there is no need for the district to be named as an additional insured on the employee's or volunteer's auto policy.

The number of passengers (including driver) may not exceed the number of permanently attached seats and seat belts (Ed. Code 39830).

Please submit the following to the Risk Management Department two weeks before employees/volunteers drive students.

- This form completed and signed by the Principal
- A copy of valid California Driver's License (attach copy to this form)
- A copy of their current auto insurance policy. (Must be for the vehicle they plan to transport students)
- Coverage requirements per accident: (attach proof of insurance to this form)
  - Bodily Injury \$100,000/\$300,000
  - Property Damage \$25,000
  - Medical Payments \$2,000
- DMV driving record obtained online at [www.dmv.ca.gov](http://www.dmv.ca.gov) (attach copy of driving record to this form)

### District Rules and Regulations when transporting students:

Only District authorized passengers allowed in your vehicle. (Students must have Non-district Transportation Notice signed by parents).

Follow the safest, most direct route giving consideration to the weather and road conditions.

Avoid unnecessary stops.

All passengers must be in seat wearing a seat belt.

The California Laws of "Rules of the Road" must be followed including speed limits.

Any accidents that occur during transportation should be report to Risk management immediately.

_____ Driver's Name (print)	_____ Date of Birth	_____ California Driver's License Number
_____ Primary Contact Number		_____ Emergency Contact Number
_____ Insurance Company		_____ Policy Number
_____ Insurance Contact Person		_____ Insurance Phone Number

I certify that the above information is correct and the insurance coverage is in force. I further certify that I am over 21 years of age and that my vehicle is mechanically safe.

_____ Signature of Driver	_____ Date	_____ School/Dept.
_____ Name of Event		_____ Time & Date of Event
_____ Principal's Authorization		_____ Date

**ORANGE UNIFIED SCHOOL DISTRICT STUDENT  
VOLUNTARY TRANSPORTATION AGREEMENT**

**NOTE: Although the District is providing transportation for a specific activity, there may be instances where a student wishes to provide for his/her transportation. It is important that parents/guardians agree in writing.**

Student \_\_\_\_\_ School \_\_\_\_\_

I understand the Orange Unified School District is providing transportation to and from the above activity. However, I do not wish to avail myself of the transportation provided by the District.

The above student hereby requests permission to provide his/her own transportation at his/her own expense.

IT IS FULLY UNDERSTOOD THAT THE DISTRICT IS IN NO WAY RESPONSIBLE, NOR DOES THE DISTRICT ASSUME LIABILITY, FOR ANY INJURIES OR LOSSES RESULTING FROM THIS NON-DISTRICT SPONSORED TRANSPORTATION . ALTHOUGH THE DISTRICT MAY ASSIST IN COORDINATING TRANSPORTATION AND/OR RECOMMEND TRAVEL TIME, ROUTES, OR CARAVANNING TO OR FROM THIS EVENT, I FULLY UNDERSTAND THAT SUCH RECOMMENDATIONS ARE NOT MANDATORY.

I ALSO UNDERSTAND THAT THE DRIVER IS NOT DRIVING AS AN AGENT OF OR ON BEHALF OF THE DISTRICT.

SHOULD THE STUDENTS AGREE TO RIDE/CAR-POOL OR OTHERWISE SHARE TRANSPORTATION TO AND FROM THE ACTIVITY, IT IS UNDERSTOOD THAT THE DRIVER IS IN NO WAY ACTING OR WILL BE CONSIDERED AS AN AGENT OF THE ORANGE UNIFIED SCHOOL DISTRICT.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Printed Name & Signature  
under 18 years of age)

\_\_\_\_\_  
Date (If Student

\_\_\_\_\_  
District Approval Printed Name & Signature

\_\_\_\_\_  
Date

# Section 6

## **Facilities Use**

- 1. Schedule of Fees**
- 2. Insurance Requirements for OUSD Facilities**
- 3. Use of Facilities Flowchart**
- 4. Sample Use Application**
- 5. Sample Check Sheet**
- 6. Sample Endorsement Page**
- 7. 10 Things You Need to Know About Securing A Facility**



**Orange Unified School District**  
**Use of Facilities- Fee Schedule**  
**FY 2022-2023**

<b>Facility</b>	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>Locations</b>	<b>Fees Per Hour</b>	<b>Fees Per Hour</b>	<b>Fees Per Hour</b>
Classrooms		\$9.50	\$25
K-6 multi-Purpose Rooms		\$30	\$50
MPR Room Anaheim Hills El Running Springs, Canyon Rim		\$50	\$110
Staff Lounge		\$30	\$50
Library /Computer Lab		\$20	\$50
Little Theater		\$40	\$100
Cafetorium		\$50	\$110
District Meeting Room		\$30	\$50
Amphitheaters		\$20	\$85
Tennis Courts		\$5	\$15
Parking Lot		\$40	\$100
Soft Ball/Baseball Fields		\$14	\$25
Soccer Field		\$14	\$25
Pool	\$15	\$75	\$100
Fred Kelly Stadium		\$2500 Daily	\$5000 Daily
Gymnasium		\$65	\$260
Restrooms DO Monthly	\$110	\$110	\$110
Custodial 3-hour Minimum	33.50	\$33.50	\$33.50
Audio Visual		\$20 Daily	\$50 Daily
<b>** All Fees are Hourly unless specified</b>			

Group A: Non- Profit Organizations, clubs, or associations organized to promote youth and school activities. Current examples include Little League, Boy/Girl Scouts, YMCA, YWCA, and non-profit athletic associations.

Group B: Organizations include, but are not limited to community college classes, University of California classes, and Private School classes

Group C: (Fair Rental Fees) Profit Groups, including organizations or groups where an admission fee is charged or contributions are solicited, and the net receipts are used for purposes other than the welfare of the pupils in the district or charitable purposes.

Information regarding organization/reservation creation can be found on the Use of Facility web page, on the Orange Unified School District website. All organization and reservations will be reviewed for necessary insurance documents, proof of Non-Profit Status if applicable and any appropriate fees.

Questions can be directed to the OUSD Use of Facilities Office 714-628-5411



## Insurance Requirements

### Certificates of Insurance and Endorsements must include the following:

1. The General Liability certificate of insurance (COI) (Acord 25 or similar form) is to be issued by the third party's insurance company or broker (Producer), which reflects the District as the Certificate Holder and include the "District's" address.

### Certificate Holder Information:

Orange Unified School District  
1401 N. Handy Street  
Orange, CA 92867

2. Does the COI reflect the correct name of the insured?

3. Does the COI cover the dates of the event/contract? Coverage must be in force for the complete term of the contract. If the coverage(s) expire during the term of the contract, the District must receive a new COI and Additional Insured Endorsement at least ten (10) days prior to the expiration of the policy(ies).

4. Is/are Insurer/Insurers Affording Coverage maintain/maintaining an A or better rating with A.M. Best? A.M. Best's financial strength rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile. To look up an insurer's financial rating, please go to [www.ambest.com](http://www.ambest.com). Go to Advanced Search under "Ratings & Analysis". You may search by insurer name or by NAIC #. Once the insurer name or the NAIC # is inputted, click on search and the financial rating should appear.

5. Does the COI include policy numbers and not TBD?

6. Does the COI have the Commercial General Liability and Occurrence boxes checked? Does the COI have "Any Auto" under Automobile Liability checked? Does the Workers' Compensation box have "Statutory Limits" checked and \$1,000,000 limit for Employer's Liability for "Each Accident", "Disease - Ea Employee", and Disease - Policy Limit"?

7. Description of Operations: A brief description of the event or activity, location, and dates if at all possible.

8. Signature of Producer's/Broker's Authorized Representative must be reflected on COI.

9. An endorsement is to be issued, specifically naming Orange Unified School District as **Additional Insured** with respects to the insured's general liability policy. The policy number on the certificate of insurance must match the policy number on the endorsement (If Blanket Additional Insured Endorsement is not provided).

### Primary wording for endorsement (May not be included if Blanket Additional Insured Endorsement is provided):

*The Orange Unified School District is named as an additional insured. Such insurance as is afforded by this policy shall be primary, and any insurance carried by Orange Unified School District shall be excess and noncontributory.*

### Required Limits:

The District has the right to re-evaluate the following limits to determine whether or not they are suitable based on the nature of the event/activity/contract.

**General Liability:**

\$1,000,000 minimum limit per occurrence

\$2,000,000 minimum general aggregate

**Sexual Abuse/Molestation (May be included under General Liability):**

\$1,000,000 minimum limit per occurrence

\$2,000,000 minimum general aggregate

**Automobile Liability:**

Personal transportation vehicles that are driven onto and parked on school property California State minimum requirements for private passenger vehicles:

\$15,000 injury/death to one person

\$30,000 injury/death to more than one person

\$5,000 damage to property

**Commercial vehicles that are used to provide services (Food Services):**

\$1,000,000 minimum limit per occurrence

**Workers' Compensation and Employers Liability:**

Proof of Workers' Compensation coverage with statutory limits is required if the vendor/consultant has employees.

**Employer's Liability:**

Each Accident: \$1,000,000

Disease - Each Employee: \$1,000,000

Disease - Policy Limits: \$1,000,000

**Resources for obtaining insurance coverage and endorsements for your event are located at the end of this packet. If you require additional assistance in meeting these insurance requirements please contact Risk Management at (714) 628-5390.**

Orange Unified School District  
**Facilities Use Process Flowchart**

- Organizations wishing to use OUSD facilities should obtain, complete and return an “Application and Permit for Use of School Facilities” form at the site they wish to use. Applications for Fred Kelly Stadium and closed school sites are available at the Use of Facilities office. The application must be submitted not less than 15 days nor more than 90 days prior to the requested use date.
- The site principal, or designee, after verifying the availability of the requested facilities, will sign the form and forward it to the Use of Facilities office at the District Office. To expedite the application approval process, please attach a certificate of insurance (naming the district as additionally insured) and the proof of federal non-profit status, if applicable.
- Incomplete applications will be returned to the school. Insurance must cover ALL dates on the application. If not, a separate application with updated insurance will need to be submitted. District Office staff will review insurance certificates and federal non-profit status forms for compliance.
- Use of Facilities staff will verify with the site principal that there is sufficient custodial coverage. If sufficient coverage is not available, Use of Facilities staff will coordinate scheduling custodial staff with the principal or the Asst. Director of Operations, to ensure coverage.
- Use of Facilities staff will determine if the applicant is a Group A – Civic, Group B – Non-Profit, or Group C – Commercial user. The three classes of users are defined in Board Policy 1330.
- Fees will be estimated based on the user’s Group designation, the facility being used, the time of day, the length of time of use, any additional services required (custodial, kitchen, security, etc.), and additional direct costs (such as utility surcharges) that may be incurred as a result of the proposed usage. Payment of the estimated cost must be received by the Use of Facilities office at least one week prior to scheduled use.
- Upon payment of the applicable deposit and verification of documentation, a copy of the approved application will be sent to the applicant, the school site, and OUSD security staff. It is the applicant’s responsibility to have a copy of the approved permit available at the site throughout the approved use.
- Subsequent to the use, an accounting will be provided to the applicant and any excess deposit will be refunded within two weeks or credited for future use. If the estimated fees are not sufficient to cover the costs, additional charges must be paid within two weeks or future Use of Facilities applications will be suspended pending payment.

**ORANGE UNIFIED SCHOOL DISTRICT**  
1401 North Handy Street, Orange, CA 92867

**APPLICATION AND AGREEMENT FOR USE OF FACILITIES**

Email: \_\_\_\_\_

- A. Group/Organization \_\_\_\_\_
- B. Billing Address \_\_\_\_\_
- C. Representative/Applicant: \_\_\_\_\_  

Daytime Phone
Alternate Phone
- D. Insurance Carrier: \_\_\_\_\_

**E. DECLARATION OF APPLICANT:**

1. The undersigned agrees to defend, **Indemnify and Hold Harmless** the Orange Unified School District, its board of trustees, agents and employees, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage or otherwise, regardless of cause including the district's negligence, that may arise in any way from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment. The undersigned further agrees to provide a certificate of insurance, naming the district as an additional insured for liability coverages satisfactory to the district.
2. I, the undersigned, hereby certify that I will be personally responsible on behalf of the group/organization for any damages sustained by the school building, furniture, equipment, or ground accruing through the occupancy or use of said building and/or use of said building and/or grounds by the group/organization, normal wear and tear excepted.
3. I hereby certify that I have received and read the rules, regulations, as stated in ATTACHMENT A and that I, and the organization which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the District and its authorized agents which may be communicated to the applicant.
4. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant/organization to act in its behalf in making application for use of said facilities.

**Signature** \_\_\_\_\_  

(Name)
(Position)
(Date)

**FACILITY: SCHOOL / SITE REQUESTED FOR USE:** \_\_\_\_\_

*Under no circumstances may an event take place until Use of Facilities Department has approved the application and a permit issued.*

ROOM/FIELD/GYM/POOL	BEG. DATE	END DATE	DAY/S OF WEEK	HOURS FROM	HOURS TO	TOTAL HOURS	EST. ATTEND.

- F. Description of Activity \_\_\_\_\_
- G. Expected Revenue Funds \_\_\_\_\_ H. Use of Revenue Funds \_\_\_\_\_
- I. Group's On-site Representative \_\_\_\_\_  

(Name)
(Daytime Phone)
- J. Principal/Site Administrator \_\_\_\_\_
- K. Comments: \_\_\_\_\_

**DISTRICT OFFICE:**

**CHARGES:**

- A. INSURANCE POLICY EXPIRATION DATE: \_\_\_\_\_ ROOM \_\_\_\_\_
- B. Comments: \_\_\_\_\_ CUSTODIAN \_\_\_\_\_
- \_\_\_\_\_ OTHER: \_\_\_\_\_
- DISTRICT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Rev. 5/15	Group File _____ Site File _____ Site/School _____ OUSD Security _____
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**ORANGE UNIFIED SCHOOL DISTRICT  
APPLICATION AND PERMIT FOR USE OF SCHOOL  
FACILITIES**

- Initial** Use and occupancy of school property shall be primarily for public school purposes. Any authorized use of the property for other than public school purposes shall be subordinate to this primary purpose.
- \_\_\_1.
- ELIGIBILITY FOR USE**
- \_\_\_2. All groups qualifying under the provisions of the Civic Center Act may use school facilities for non-stop purposes. They must adhere to the rules and regulations as set forth by the Governing Board of Trustees. In general, the subject matter of such meetings shall pertain to the recreational, educational, scientific, literary, economic, political, artistic or moral interests of the Community, or for the discussion of matters of general or public interest.
- \_\_\_3. All groups qualifying for use of OUSD facility fall under the provisions of the Civic Center Act and Board Policy, even as amended from time to time. **Use of religious services must be in accordance with the following: a fair market rental will be charged, religious organizations may use school facilities in accordance with E.C. 38130-38139.**
- \_\_\_4. A. All groups shall comply with applicable city ordinances relating to business and charitable solicitations. Specific restrictions are contained in the laws of the State against the use of school property by subversive groups, for denominational or sectarian purposes, or if the purpose of the meeting is immoral, offensive, or harmful activity. **The facilities will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by fore, violence, or other unlawful means.**
- SAFETY**
- \_\_\_5. A Civic Center permit does not necessarily authorize the use of certain school district equipment nor the use of any student body equipment; Arrangements for the supervision, operation and payment for the use of any special equipment made available shall be made with the school administrator approving the permit.
- \_\_\_6. No structures may be erected or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the school administrator issuing the permit.
- \_\_\_7. Any use of school facilities for non-school purposes shall comply with State and local fire, health and safety laws.
- FEE/RENTAL CHARGE**
- \_\_\_8. Charges shall be determined from the Board-approved Table of Charges at the time the permit is issued or after group receives a copy of the approved application/permit.
- \_\_\_9. All fees may be paid by cash, certified check, personal check, or cashier's check made payable to Orange Unified School District.
- \_\_\_10. Rental rates do not include custodians, cafeteria personnel, ushers, stagehands or other personnel of a similar nature.
- \_\_\_11. **OUSD Use of Facilities Department must receive written cancellation notice five (5) or more days to permit event date to avoid full charges. Receipt of written cancellation made less than five (5) days prior to permitted event may result in charges to the applicant as though the facility were used.**
- SPECIAL REGULATIONS**
- \_\_\_12. No booking will be made which will interfere with any arranged school function. **School use of all facilities has first consideration and permits are revocable at any time.**
- \_\_\_13. Attach a Certificate of Insurance verifying that the Applicant has General, Professional, Automobile, Worker's Compensation and Abuse & Molestation liability coverages applicable to bodily injury and property damage with a limit of liability of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate. Orange Unified School District shall be named as the ADDITIONAL INSURED.
- \_\_\_14. When food service in a cafeteria or kitchen is desired, arrangements must be made through the Director of Nutritional Services.
- GENERAL RULES GOVERNING USE**
- \_\_\_15. The school administrator may deny any application or cancel any permit when in his/her opinion the use may be contrary to any existing laws or create a condition that may cause a disturbance of the peace.
- \_\_\_16. No Alcoholic beverages, narcotics, weapons, dangerous objects, tobacco products, golfing, skateboarding, or dog/pet-walking shall be used/allowed on school district property.
- \_\_\_17. All applications must be directed to the **school administrator** of the facility not less than **15 days before** and no earlier than **90 days before** the desired use is to take place.
- \_\_\_18. The term "Organization" is defined to mean any persons or group of persons who make application for the use of school property or facilities. If the applicant is only one person, or two or more persons joined together in a partnership, the application must be signed by the person or by a majority of individuals who make up the partnership. If the agency is an organized group, the person making the application shall show evidence of authority to engage for such use of school facilities.
- \_\_\_19. Any stage props used must be completely fireproofed by a certified agent of the user. The School District may request a certification from the Fire Department that all stage props have been certified as fireproof.
- \_\_\_20. School facilities or property will not be available for any entertainment involving the use of live animals of any type, kind or size, nor is straw, hay or any readily combustible material of a like manner to be used in any activity. This is due to a condition of sanitation and fire hazard.
- \_\_\_21. When a special activity takes place such as a television or radio broadcast and extra equipment is necessary, such as telephone lines, etc. the District Administration may require a special advance deposit from the applicant to help defray the cost of the special equipment. Any balance of the unused deposit will be returned to the applicant within ten (10) days after the date of the activity.
- \_\_\_22. When the general public is allowed to park automobiles in school parking lots, they must park in designated areas and in such a manner as to allow clear access to all buildings and fire hydrants.

## **OUSD Use of Facilities Form – How to Plan for an Event**

There is an approximate two-week turn-around time for this process and groups are required to submit forms no less than two weeks in advance of their event.

1. Organization completes form (Boy Scouts, Girl Scouts, Boosters, PTA, PFSO, PTO, etc.).
2. Completed form is sent to school site that is being requested for use.
3. School secretary in charge of Use of Facilities checks master calendar for availability of the facility required and verifies the event with coach or other appropriate staff member.
4. Site administrator signs form.
5. Completed and signed form is sent to District Use of Facilities office.
6. District staff verifies insurance requirements are met and completes the form, which includes the insurance and charges section.
7. Yellow copy is returned to the school site.
8. The school site ensures that the booster club involved receives a copy.
9. District staff ensures that outside organizations receive a copy.
10. Organizations, including boosters, will be billed accordingly and may be required to provide a deposit in excess of the charge(s).

\*OUSD is in the process of taking the facility use request on-line. This will be updated to accommodate that process at the time we roll it out.

# Section 7

## Planning a Trip

1. **Study Trip Guidelines**
2. **Board policy**
3. **Sample Request Form**



# Field Trip Packet

## (Elementary, Secondary, Spec Ed)

**Board Policy BP 6153:** Field trips shall be conducted in connection with the District's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the District's course of study. (Education Code 35330)

All trips involving out-of-state or over a 500-mile radius of Orange Unified School District and/or overnight travel shall require the prior approval of the Board. In the event a Board meeting is not timely, the Superintendent may approve/disapprove the trip and inform the Board. Other trips may be approved by the Superintendent or designee.

All students on an overnight field trip must have the Myers-Stevens & Toohey **Short-Term (24-hour) Coverage** form. If the arranger of the trip has funds, they can pay that cost for all student attendees, or the costs can be charged to each student attendee. Chaperones can also purchase the coverage for themselves, but that is optional.



Orange Unified School District  
**Field Trip/Voluntary Event**  
**Forms & Check-Off List**

**Single Day Trips:**

1. Field Trip/Voluntary Event Approval & Information Form – Approval Form (Four Week Lead Time Required). Also, on the day of the event, this form must be updated and emailed to [adle@orangeusd.org](mailto:adle@orangeusd.org) along with a list of every student and adult attending the event.
2. Voluntary Event Field Trip Permission Form – Required for every student attending the event
3. Adult Voluntary Event/Field Trip Waiver and Medical Authorization – Required for every volunteer attending the event
4. Short Term (24 Hour) Coverage – Required for all students and adults on overnight trips
5. Field Trip/Voluntary Event Transportation Agreement – Required when there is no transportation, declined transportation, or student driver
6. Employee/Volunteer Driver's Use of Private Vehicle – Required for employee/volunteer driving a personal vehicle (Two Week Lead Time Required – submit to Risk Management for approval)
7. Request for Certificate of Insurance Coverage – If required by the venue (Two Week Lead Time Required – submit to Risk Management for processing)

**Forms 1-5 must be attached to a Request to Attend Educational Conference/Other Event form via Informed K-12. Forms 6-7 are submitted to Risk Management.**

**Overnight/Out-of-Area Trips:**

In addition to the forms above, these trips require Board approval and all of the following:

- Study Trip Board Item
- Study Trip Request Form
- Copy of Transportation Form
- If applicable, ERCA and Purchase Requisition
- Contract (Unsigned)

**Day of Trip List:**

- Orientation Meeting (If needed)
- Copies of Parent Permission Forms
- Medical / Medication Information for Students
- Copies of Adult Waiver Forms
- Roll Call

Destination Phone Number: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Local Emergency Phone Numbers: \_\_\_\_\_

Ranger or Highway Patrol: \_\_\_\_\_

Nearest Hospital and Phone Number: \_\_\_\_\_

Other: \_\_\_\_\_



Orange Unified School District  
**FIELD TRIP/VOLUNTARY EVENT  
 APPROVAL & INFORMATION FORM**

School / Program: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Educational Value of this Event: \_\_\_\_\_

Type of District-Sponsored Field Trip/Voluntary Event:

One Day, School Day  One Day, Non-School Day

Overnight / Out of State / Over 500 miles from OUSD Trip\*

\* Requires Board approval and Short-Term (24-Hour) Coverage. Date of Board Approval: \_\_\_\_\_

Staff Member In Charge During Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Departure Time: \_\_\_\_\_ AM  PM  Return Time: \_\_\_\_\_ AM  PM

Number of Students Attending: \_\_\_\_\_ Number of Adults\*\* Attending: \_\_\_\_\_

\*\* Requires *Adult Voluntary Event/Field Trip Waiver and Medical Authorization* form for every volunteer.

Type of Transportation:

District Bus  Chartered (Via Transportation Department)

Employee / Volunteer Drivers\*\*\*  No Transportation Provided / Necessary

Public Transportation  Walking

\*\*\* Requires completed and approved *Employee/Volunteer Drivers Form* on file with Risk Management two weeks prior to event.

Teacher/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ON THE DAY OF YOUR EVENT, update information on this form (if necessary), complete the section below, ATTACH A LIST OF ALL STUDENTS AND ADULTS, and email to the [dadle@orangeusd.org](mailto:dadle@orangeusd.org) on day of event.**

District Bus Number: _____	District Bus Driver: _____
# of Male Students Attending: _____	# of Male Adults: _____
# of Female Students Attending: _____	# of Female Adults: _____



**Orange Unified School District**  
**VOLUNTARY EVENT/FIELD TRIP PERMISSION FORM**  
**AND MEDICAL AUTHORIZATION – MINOR**

*To be completed by parent/guardian and collected/maintained by teacher / advisor*

Dear Parent/Guardian: Kindly complete and return this form to: \_\_\_\_\_  
(Teacher / Event Organizer)

I hereby authorize (*student's name*) \_\_\_\_\_

to participate in the following (description of event): \_\_\_\_\_

Destination: \_\_\_\_\_

Date(s) of event/field trip: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Type of Transportation (e.g., district bus, walk) \_\_\_\_\_ Suggested Donation: \_\_\_\_\_

Suggested attire: \_\_\_\_\_

It is critical to be aware of any medical conditions and/or medications a student is required to take during this voluntary event/field trip. Please list any medical conditions and/or medications here: \_\_\_\_\_

Any student who needs to take medication while on a field trip **MUST** have written permission from both the parent and the physician, as well as provide the medication in the original, labeled container. A staff person must keep the medication with them at all times unless previous arrangements have been made (i.e., student has written permission on file to carry medication, such as an asthma inhaler).

**\*\* Have your physician fill out this section ONLY if student needs to take medication during event/field trip \*\***

Name of Medication	Dose	Time(s) of Administration
--------------------	------	---------------------------

Physician Signature (if not on file)	Date
--------------------------------------	------

\*If your student already has medication at school that they take on a daily basis, you may contact the Health Office and arrange, **prior to the event/ field trip**, for their medication, along with the permission forms to be sent on the event/ field trip. If you do not contact the Health Office, it will be assumed they will not be taking their medication unless you make other arrangements.

In the event of illness or injury, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

**As stated in California Education Code Section 35330, I agree to hold Orange Unified School District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with my child's participation in this activity/voluntary event/field trip. I further understand that the Orange Unified School District does not purchase or have medical/dental/hospitalization insurance coverage and that such insurance, if desired, must be purchase by the parent/guardian.** I fully understand that participants are to abide by all rules and regulations governing conduct during the voluntary event/field trip. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her parent/guardian.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Birthdate: \_\_\_\_\_ Student's ID #: \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_ Subscriber's ID #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



Orange Unified School District  
**ADULT VOLUNTARY EVENT/FIELD TRIP WAIVER  
AND MEDICAL AUTHORIZATION**

Adult's Name: \_\_\_\_\_ Event/Field Trip School: \_\_\_\_\_

Destination: \_\_\_\_\_ Start/End Date/Time: \_\_\_\_\_

**Rules for Adults/Volunteers/Chaperones:**

- All adults attending a field trip and interacting with our students are **chaperones and are under the direction of the teacher/advisor** who is in charge of the class or group they are accompanying. The teacher will determine the schedule, chaperone group assignment, etc.
- Chaperones may ride on the bus. Any chaperone who drives or is transporting their own child or authorizes their child to ride in the personal vehicle of another adult must submit a *Field Trip/Voluntary Event Transportation Agreement* form for their child. If the chaperone drives District-authorized passengers, an *Employee/Volunteer Drivers – Use of Private Vehicle Form* must be completed two weeks prior to the event.
- The rules of the school for children and adults apply on a field trip just as they do on the school grounds. For example – there is to be no smoking or consuming of alcohol during the hours of the field trip. All school rules are in place and enforced.
- Any incident of misbehavior by a child during a field trip is to be reported to a teacher/advisor who will deal with it and make appropriate referrals after the trip.
- All adults have the responsibility to intervene in any situation where the health and/or safety of any of the child(ren) is/are at risk.
- Siblings (other than the children in the class scheduled for the field trip) are not allowed to attend the event, as this distracts the chaperone from their primary responsibility of supervising students.
- Parents who bring their non-student children to the event location may not act as chaperones and are not considered as participating in the field trip.

**I have read and understood the above expectations for chaperones and agree to abide by them. As stated in California Education Code Section 35330, I understand that I waive all claims against the District, its officers, agents and employees for any injury, accident, illness, or death occurring during, or by reason of this field trip or excursion, including acts of negligence by the District, its officers, agents or employees.**

**In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_

Group Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_



## SHORT-TERM (24-HOUR) COVERAGE

### LIST OF STUDENTS / PARENT VOLUNTEERS AND OTHER YOUTH PARTICIPANTS / STAFF

Please provide the names of all Participating Students and Adult Chaperones below. If necessary, please make copies and attach separately.

Name of School \_\_\_\_\_

Name and location of activity \_\_\_\_\_

Starting date \_\_\_\_\_

Ending Date \_\_\_\_\_

#### Students

	Last Name	First Name		Last Name	First Name
1.			26.		
2.			27.		
3.			28.		
4.			29.		
5.			30.		
6.			31.		
7.			32.		
8.			33.		
9.			34.		
10.			35.		
11.			36.		
12.			37.		
13.			38.		
14.			39.		
15.			40.		
16.			41.		
17.			42.		
18.			43.		
19.			44.		
20.			45.		
21.			46.		
22.			47.		
23.			48.		
24.			49.		
25.			50.		

#### Parent Volunteers and Other Youth Participants

Last Name	First Name

#### Staff

Last Name	First Name



# Orange Unified School District FIELD TRIP/VOLUNTARY EVENT TRANSPORTATION AGREEMENT

The undersigned hereby acknowledges and understands that in some instances, the Orange Unified School District provides transportation to field trips/voluntary events. In other instances, the District does not provide transportation, or a parent/student wishes to provide their own transportation to the field trip/voluntary event. When the District does not provide transportation, or a parent/student wishes to provide their own transportation to the field trip/voluntary event, it is the responsibility of the undersigned to arrange for transportation.

As parent/legal guardian, I hereby authorize and give permission for: \_\_\_\_\_, who attends: \_\_\_\_\_ School to: (check one or more boxes)  drive him/herself to the activity,  ride as a passenger in a vehicle driven by another adult or student, or  I will personally transport my child to school sponsored activities for the following activity and date:

\_\_\_\_\_  
Activity Date(s)

Special Notes: \_\_\_\_\_

For students driving him/herself or for parents/legal guardians driving their own child, the undersigned acknowledges and understands that the driver is not driving on behalf of or as an agent of the District. Further, the undersigned understands that the District has not verified the background, driving record of the driver or the mechanical condition of the vehicle.

IT IS FULLY UNDERSTOOD THAT THE DISTRICT IS IN NO WAY RESPONSIBLE, NOR DOES THE DISTRICT ASSUME LIABILITY, FOR ANY INJURIES OR LOSSES RESULTING FROM THIS NON-DISTRICT SPONSORED TRANSPORTATION. ALTHOUGH DISTRICT EMPLOYEES MAY PROVIDE OR ASSIST IN COORDINATING THE TRANSPORTATION AND/OR RECOMMEND TRAVEL TIME, ROUTES, OR CARAVANNING TO OR FROM THIS FIELD TRIP/VOLUNTARY EVENT, I FULLY UNDERSTAND THAT SUCH PROVISIONS OR RECOMMENDATIONS ARE NOT MANDATORY.

\_\_\_\_\_  
Parent / Guardian Name and Signature Date  
(Required for all students under 21 years of age)

\_\_\_\_\_  
Student Driver Signature Date  
(Required for students driving him/herself of any age)

\_\_\_\_\_  
Principal Signature Date



## Orange Unified School District EMPLOYEE/VOLUNTEER DRIVERS USE OF PRIVATE VEHICLES FORM

When a District Employee/Volunteer is using a personal vehicle for the School District, the limits and coverages on the personal vehicle are applicable to any accidents or incidents. The District's insurance policy will not cover the personal vehicle for comprehensive or collision damages.

**Submit this completed form to Risk Management two weeks prior to driving any students, along with a copy of:**

- Valid California Driver's License
- Current Auto Insurance Policy, identifying the vehicle to be used to transport students and the following coverages per accident:
  - Bodily Injury                   \$100,000/\$300,000
  - Property Damage           \$50,000
  - Medical Payments         \$2,000
- Current DMV driving record (may be obtained at: [www.dmv.ca.gov](http://www.dmv.ca.gov), Driver Record Request)

**Rules and Regulations for transporting students for the School District:**

- ✓ Authorization is valid for this school year only or until the insurance policy on file expires, whichever is sooner.
- ✓ Driver must re-submit valid auto insurance policy if expiration date is prior to the end of this school year.
- ✓ Students must have Non-District Transportation Notice signed by parents.
- ✓ Driver must be 21 years of age or older.
- ✓ Personal vehicle must be mechanically safe.
- ✓ Driver must transport only District-authorized passengers.
- ✓ Total passengers (including driver) must not exceed the number of permanently attached seats and seat belts.
- ✓ No private vehicle may transport more than 10 passengers, including the driver.
- ✓ The California Driver Handbook, "Laws and Rules of the Road" must be followed, including seat belts, cell phone use, and speed limits.
- ✓ Driver must travel directly to the destination and back, giving consideration to weather and road conditions.
- ✓ Driver must report any accident(s) or incident(s) to Risk Management immediately.

Driver's Information:

Print Full Name	California Driver's License (CDL) Number	CDL Expiration Date
Cell Phone Number	Insurance Company	Insurance Policy Expiration Date

**I certify that the above information is correct and agree to follow the District Rules and Regulations outlined above.**

Driver's Signature	Date	Date of Event
Principal's Signature Acknowledges Review and Authorization	Date	

Approved     Denied    Date \_\_\_\_\_



Orange Unified School District  
**REQUEST FOR  
 CERTIFICATE OF INSURANCE COVERAGE**

In some circumstances, an outside agency may request a certificate of liability insurance (COI) coverage in order to participate in the event. Requests for a COI must be submitted no less than two weeks prior to the event start date. **This request must be accompanied by the outside agency's request/requirement to provide a COI.**

Is this Event sponsored by a Booster Club or Parent Organization or Foundation?

Yes  No  If yes, **stop**. This event is not covered by OUSD Liability Insurance. Please contact the organization for a Certificate of Insurance.

Today's Date	
Event Start Date and End Date	
OUSD Contact (Requestor) Site Email Full Phone Number	Copy Risk Management at: <a href="mailto:mlopez@orangeusd.org">mlopez@orangeusd.org</a>
Name Requested to be listed as CERTIFICATE HOLDER Address City, State, Zip Other Contact Information	
Full Description of Event including the OUSD Sites/Dept Participating, Location of Event and other identifying Information.	
Is Agency asking to be listed as Additional Insured?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>

**Email this request to Moises Lopez, Risk Management at [mlopez@orangeusd.org](mailto:mlopez@orangeusd.org) along with the full agreement/contract/application requesting a COI.**

# Section 8

## **Approved and Unapproved Activities and Events**

- 1. Guidelines for Holding Events**
- 2. Green Light Activities and Events**
- 3. Yellow Light Activities and Events**
- 4. Red Light Activities and Events**
- 5. Conditions List for Activities and Events**
- 6. Food Handling Guidelines**



# ORANGE UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT

714.628.5390



## **Prior to Planning Your Events/Activities**

While the Risk Management Department recognizes the importance of student participation in various activities and events, it is equally important to comply with insurance guidelines to minimize the risk outside of the regular activities of a K-12 District. Certain activities and events are prohibited because they are deemed dangerous, jeopardize the safety of our children, and/or the liability exposure is simply too great.

The following Do's and Don'ts – “Red Light, Yellow Light, Green Light” have been adopted by the District in alignment with California State PTA guidelines. Some activities have been added or reclassified to an alternative color based on guidance from our liability insurance administrator. Activities with a Red-Light designation are strictly prohibited on our campuses.

This list is not all-inclusive. If an activity/event is not listed or you need clarification, contact the Risk Management Department at 714.628.5390.

NOTE: Binding agreements requiring signature must be reviewed and approved by Purchasing. Under no circumstances shall school staff sign a Hold Harmless Agreement for a vendor/concessionaire/service provider or agree in any way that OUSD will be held responsible for liability. This prohibition is in place regardless of the activity's color designation.

## **Green Light – GO**

Approved activities and events are designated as Green-Light () . Binding agreements requiring signature must be reviewed and approved by Purchasing.

## **Yellow Light – PAUSE**

Some activities may require waivers of liability and certificates of insurance. All conditions identified by footnote shall be met and/or the Risk Management Department consulted prior to approving any activities designated as Yellow-Light () . Binding agreements requiring signature must be reviewed and approved by Purchasing.

## **Red Light – STOP**

These activities designated as Red-Light () are strictly prohibited on our campuses.

	DESCRIPTION
🚫	Alcohol Sales
🚫	Archery
🚫	Aircraft / Aircraft Demonstrations
🚫	Animal Rides
🚫	Apple Bobbing
🟢	Arts & Crafts & Plant Boutiques
🚫	Asbestos Exposure
🚫	Athletic Leagues, Clinic, Camps
🚫	ATVS
🟡	Auctions / Silent Auctions (6)
🚫	Babysitting at Meetings
🟡	Bake / Food Sales (11)
🟢	Balloon Artists (2)
🟢	Baseball Toss
🟢	Bean Bag Toss
🚫	Beautification Projects
🟡	Bike Rodeos / BMX Demos (2) (10) (12)
🚫	Bingo
🟢	Book Fairs
🚫	Bounce Houses
🟢	Bowling
🟡	Broom Hockey – Protective equipment required (1)
🚫	Bungee Jumping
🟢	Cake Walks
🟡	Camps (Outdoor Enrichment/Science) (8)
🚫	Campouts / Overnights at School
🟢	Calendar/Candy/Magazine/Popcorn/Wrapping Paper Sales
🟡	Car Wash (10)
🟢	Carnival Games / Game Booths – Non-Powered (2) (6)
🚫	Challenge/Ropes Course (Except ground obstacle course)
🚫	Charter Services (Bus, Limo, etc.)
🟢	Christmas Tree Sales
🟡	Climbing Walls (1) (2) (12)
🚫	Color Runs
🟢	Colored Sand Painting
🟢	Community Forum

	DESCRIPTION
🟢	Cookbook Sales
🟡	Concerts Hired (2) (10) (12)
🟡	Concessions (11) - Hired (2) (12)
🟢	Confetti Eggs
🟢	Costume Parties
🚫	Cow Pie Bingo
🟢	Crazy Hair
🟢	Dances, Line Dancing – No Slamming
🚫	Darts
🟡	Dinners (11)
🚫	Donkey Basketball/Baseball
🚫	Drones
🚫	Dunk Tanks / Flush Tanks
🟡	E-Waste (12)
🟢	Egg Toss
🚫	Enrichment Programs: (12) Martial Arts                      Golfing Skateboarding Gymnastics
🟢	Face Painting
🟢	Family Portraits Hired (2) (12)
🟡	Farmers Market (2) (11) (12)
🟢	Fashion Shows
🚫	Fireworks / Fireworks Sales
🟢	Fishing (from land) (1)
🚫	Flush Tanks / Dunk Tanks
🚫	Foam Parties
🟡	Food Sales / Bake Sales (11)
🟢	Football Throw
🟡	Fortune Telling (1) (2) (12)
🟢	Frisbee Toss
🟡	Fun Runs (1)
🟢	Game Booths: (6) Baseball Throws                      Basketball Shots Football Throw                      Softball Throw Volleyball                              Ring Toss Bowling                                "Ice" (Bowl) Fishing
🟢	Games: (1) (6) 3-Legged Race                      Puzzle Race Jump Rope                              Sack Race Potato Race                              Pee Wee Golf Ground level obstacle course

	DESCRIPTION
	Gift Wrapping
	Grad Nights (9)
	Hamster Balls
	Hayrides (1) (4) (12)
	Haunted Houses (1) (4) (12)
	Hobby Fairs / Science Fairs (10)
	Hot Air Balloons / Balloon Rides
	Human Cannon Balls
	Hypnotists (1) (2) (12)
	Ice Cream Socials
	<b>Inflatables of any kind</b> (e.g., structures that rely on air [electric, petrol, etc.] to inflate and maintain shape)
	Jog/Walk-a-Thon (1) (4)
	Jump Rope (1)
	Karaoke (2)
	Laser Tag
	Lip Sync
	Litter Cleanup (7)
	Logo Sales (Spirit Wear)
	Magazine/Calendar/Candy/Popcorn/ Wrapping Paper Sales
	Magic Shows (2)
	Mechanical/Motorized Rides
	Monster Trucks
	Moon Walks
	Motorized Watercraft
	Mouse Trap – Velcro suits, move through maze, without touching sides – No Velcro Walls or Launching. (1) (2)
	Movie Night – No Bean Bags (10)
	Nerf Bow & Arrow (1)
	Open Houses
	One Day Athletic Events (1) (4)
	Paint Ball Guns
	Parent Education
	Performing Arts (2) (12)

	DESCRIPTION
	Petting Zoos
	Pie-in-the-Face – Contact RM
	Pizza Night
	Popcorn/Calendar/Candy/Magazine/ Wrapping Paper Sales
	Pyrotechnic Displays
	Raffles (6)
	Reading Night
	Ring Toss
	Rock Climbing Walls (1) (2) (12)
	Rocketry / Rocket Launch
	Ropes/Challenge Course (Except ground obstacle course)
	Sale of Weapons
	Sales: Calendar Magazine Candy Wrapping Paper
	Science Fairs / Hobby Fairs (10)
	Silly String
	Skating Rink (Roller or Ice Skating) (8) (12)
	Spelling Bees
	Story Tellers/Performers –Hired (2) (12)
	Surfing Competitions
	Sumo Wrestling (1)
	Swim Events (Classes or Parties) (5) (10)
	Temporary Tattoos
	Talent Shows (10)
	Trampolines
	Velcro Walls (Except Mouse Trap)
	Walk/Jog-a-Thon (1) (4)
	Water Balloon Toss
	Water Slides
	Workshops (10) (11)
	Wrapping Paper/Calendar/Candy/ Magazine/Popcorn Sales
	Yearbook Sales
	Zip Lining

## CONDITIONS

- 1) Signed Orange USD Voluntary Activities Participation form for each student. Students eighteen or older may sign his/her own form. Employees who wish to participate must sign a release of liability indicating that they are participating at their own risk and may not be covered by Workers' Compensation. Keep all forms along with Event Information for a period of 5 years.
- 2) Request a Certificate of Insurance and Endorsement naming Orange Unified School District as Additional Insured from the vendor. If a vendor requests a Certificate of Insurance, organizer must complete a Request for Liability Insurance Coverage Form.
- 3) If a school-connected organization (PTA or Boosters) chooses to sponsor activities or events that are Red-Lighted, the PTA or Boosters must purchase the necessary additional liability insurance for that activity, and Orange Unified School District must be named as Additional Insured on the policy. Contact Risk Management for guidance.
- 4) Parents who wish to participate must sign a Voluntary Activity Participation form. Flyers must state that the District does not purchase accident coverage for Jog-A-Thon or Walk-A-Thon events. The general public is not allowed to participate.
- 5) Lifeguard Certified, Water Safety Instructor Certified, or Swim Certified individual must be present on deck any time individuals are in the pool. Document the certified individual.
- 6) If no skill is involved or everyone receives a prize, this is acceptable. Otherwise, it is considered a game of chance and Red-Lighted.
- 7) Appropriate supervisor is required. Reflective vest and rubber gloves must be used. Clean-up must not be done on freeways.
- 8) Follow the Voluntary Event / Field Trip required documentation protocols. Contact Education Services for additional information.
- 9) Follow the Graduation or Prom night protocols. Contact Education Services for additional information.
- 10) Appropriate supervisor is required. For demonstrations, create appropriate spacing between activities and students. Include Risk Management in any communications of concerns related to liability.
- 11) Follow Guidelines for Handling Food.
- 12) Binding agreements requiring signature must be reviewed and approved by Purchasing.

## **Guidelines for Handling Food**

- 1) Wash hands before touching food.
- 2) When handling unwrapped food, use gloves.
- 3) If gloves are not available, use appropriate serving utensils.
- 4) If money is being collected, have one person taking money and another handling food.
- 5) Keep hot food hot (over 135 degrees) and cold food cold (under 41 degrees) before and during serving.
- 6) If the appropriate food storage as stated above, do not hold protein foods for more than 2 hours. Protein and other potentially hazardous foods include:
  - a. Dairy products
  - b. Meat/poultry
  - c. Fish
  - d. Eggs
  - e. Legumes (pinto beans, etc.)
  - f. Raw fruits and vegetables
- 7) If cutting foods that are not going to be cooked, use separate cutting board and knife for protein foods vs. fruit/vegetables/desserts.
- 8) Keep raw meat, seafood, and poultry away from ready-to-eat foods.
- 9) Immediately refrigerate or freeze any foods that will not be consumed within two hours. Dispose of leftovers (especially protein and other potentially hazardous foods) after 2 hours if refrigeration is not available.
- 10) Anyone experiencing cold symptoms, diarrhea and/or vomiting within the past 72 hours should not be around food.
- 11) Shoulder length hair should be tied back or placed in a net.

### **Resources:**

- The U.S. Department of Agriculture (USDA) Food Safety and Inspection Service: <https://www.fsis.usda.gov/>
- The National Resource Center on Nutrition and Aging: <https://seniornutrition.acl.gov/>

# Section 9

## **Forms and Links**

1. Application - Booster Club
2. Application and Agreement for Use of Facilities
3. Location for Employee Identification Number (SS-4)
4. Location for Recognition of Exemption 501 (c)(3)
5. Location for Request for Taxpayer Identification Number (W-9)
6. Gift Form
7. Project Approval Request Form (PAR)
8. School Driver Certification Form (Request to Transport Students)

**APPLICATION FOR BOOSTER CLUB  
RECOGNITION**

Booster Club/Organization Name: \_\_\_\_\_

Name of the School: \_\_\_\_\_

The parents of Orange Unified School District, hereby requests approval for the formation or renewal of the: (Official Name)

\_\_\_\_\_ Booster Club.

Objectives/Purposes of the Booster Club are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the members of this Booster Club have read the rules for forming and conducting this organization and agree to abide by them. We will submit contact list, along with two copies of the proposed constitution and by-laws to the Principal/Designee who will review the application for approval.

\_\_\_\_\_  
Signature of Organization Representative Date

Representative Phone # \_\_\_\_\_

-----

Reviewed: \_\_\_\_\_  
Principal's Signature Date

SUBMITTED FOR BOARD APPROVAL: Date: \_\_\_\_\_

BOARD OF EDUCATION APPROVAL: Date: \_\_\_\_\_



**Click Below to go to Forms SS-4 Employee Identification Number**

<https://www.irs.gov/pub/irs-pdf/fss4.pdf>

**Click Below to go to Forms Recognition of Exemption 501(c)(3)**

<https://www.irs.gov/Charities-&-Non-Profits/Application-for-Recognition-of-Exemption>

**Click Below to Request for Taxpayer Identification Number and Certification**

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

# **GIFT**

Please place on the agenda for Board approval the following gift (s)

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Manufacturer: \_\_\_\_\_ Model # \_\_\_\_\_ Serial # \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Condition of Item \_\_\_\_\_ New Used

To: \_\_\_\_\_  
(School/Department)

To be used for: \_\_\_\_\_

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## **Important: Please Complete**

Donor: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

## **Signatures Required**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Principal/Department Head)

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Director, Facilities, Planning & Technology)

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Assistant Superintendent)

**\*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL**



ORANGE UNIFIED SCHOOL DISTRICT  
Project Approval Request (PAR)

TRACKING # \_\_\_\_\_

PO # \_\_\_\_\_

Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Project Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Source of Funds:  Donation\* \_\_\_\_\_ Board Approval \_\_\_\_\_  
 Site \_\_\_\_\_  
 District \_\_\_\_\_  
 Grant \_\_\_\_\_

Type of work required:  New System  Alteration/Modification  Athletics  
 Relocation/Moving  Computer Lab

Program/Department: \_\_\_\_\_ ELEMENTS: HVAC/Air Conditioning  
Purpose: \_\_\_\_\_ Electrical/Lighting  
Room #'s/Area: \_\_\_\_\_ Data/Internet  
Requested Timeline: \_\_\_\_\_ Fire Alarm  
Budget: \_\_\_\_\_ New Walls  
\*\*Site Plan must be attached. \_\_\_\_\_ New Structure  
General Description of Work Being Completed (Please type): \_\_\_\_\_ Other  
\_\_\_\_\_  
\_\_\_\_\_

-----  
Sketch/Photos/Samples Attached:  YES  NO

Estimate: \_\_\_\_\_  District  Vendor

Budget Number: \*REQUIRED \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

\_\_\_\_\_  
Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Director of Purchasing \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Director Information Technology \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Executive Director Facilities & Planning \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Educational Services \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Cabinet Approval \_\_\_\_\_ Cabinet Approval Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requirements: Public Bid  DSA Review  Architect/Engineer



# Orange Unified School District

## Employee/Volunteer Drivers- Use of Private Vehicles

When a District Employee or Volunteer is using a personal automobile for the School District, the liability coverage on the personal automobile is primary. The District's liability program will not cover the personal automobile for comprehensive or collision damages. The California Automobile Insurance Policy covers any additional person the driver may be transporting on an occasional (not commercial) basis. Therefore, there is no need for the district to be named as an additional insured on the employee's or volunteer's auto policy.

The number of passengers (including driver) may not exceed the number of permanently attached seats and seat belts (Ed. Code 39830).

Please submit the following to the Risk Management Department two weeks before employees/volunteers drive students.

- o This form completed and signed by the Principal
- o A copy of valid California Driver's License (attach copy to this form)
- o A copy of their current auto insurance policy. (Must be for the vehicle they plan to transport students)
- o Coverage requirements per accident: (attach proof of insurance to this form)
  - Bodily Injury \$100,000/\$300,000
  - Property Damage \$25,000
  - Medical Payments \$2,000
- o DMV driving record obtained online at [www.dmv.ca.gov](http://www.dmv.ca.gov) (attach copy of driving record to this form)

### District Rules and Regulations when transporting students:

Only District authorized passengers allowed in your vehicle. (Students must have Non-district Transportation Notice signed by parents).

Follow the safest, most direct route giving consideration to the weather and road conditions.

Avoid unnecessary stops.

All passengers must be in seat wearing a seat belt.

The California Laws of "Rules of the Road" must be followed including speed limits.

Any accidents that occur during transportation should be report to Risk management immediately.

_____ Driver's Name (print)	_____ Date of Birth	_____ California Driver's License Number
_____ Primary Contact Number		_____ Emergency Contact Number
_____ Insurance Company		_____ Policy Number
_____ Insurance Contact Person		_____ Insurance Phone Number

I certify that the above information is correct and the insurance coverage is in force. I further certify that I am over 21 years of age and that my vehicle is mechanically safe.

_____ Signature of Driver	_____ Date	_____ School/Dept.
_____ Name of Event		_____ Time & Date of Event
_____ Principal's Authorization		_____ Date

# Section 10

## **CIF Information**

- 1. Pursuing Victory With Honor**
- 2. CIF Code of Ethics (Athletes)**
- 3. CIF Contact Information**

# **PURSUING VICTORY WITH HONOR**

## **The Operating Principles of the CIF**

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
2. It’s the duty of School Boards, superintendents, school administrators, parents and school sports leadership - including coaches, athletic administrators, program directors and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash- talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and

methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as the first aid. 3) Coaching principles and the rules and strategies of the sport.

13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.

14. To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as a demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors. 16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

# **CIF Code of Ethics: Athletes**

1. Place academic achievement as the highest priority
2. Show respect for teammates, opponents, officials, and coaches
3. Respect the integrity and judgement of game officials
4. Exhibit fair play, sportsmanship, and proper conduct on and off the field
5. Maintain a high level of safety awareness
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures
7. Adhere to the established rules and standards of the game to be played
8. Respect all equipment and use it safely and appropriately
9. Refrain from the use of alcohol, tobacco, illegal non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the USDA, Surgeon General or the American Medical Association
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation
11. Win with character, lose with dignity

# **CIF**

## **OFFICE ADDRESS/PHONE**

**10932 Pine Street Los Alamitos, CA 90720**

**(562) 493-9500 FAX: (562) 493-6266**

**Public Web Site: [www.cifss.org](http://www.cifss.org)**

**Commissioner of Athletics**

**Rob Wigod**

# Section 11

**Parent Booster USA (PBUSA) Information**

**National Booster Club Training Council Information**

## **Parent Booster USA provides information, training, and help to set up and operate school support organizations (e.g., booster clubs and parent teacher organizations).**

[www.parentboosters.org](http://www.parentboosters.org)

Organizations that join PBUSA are registered with the IRS as 501(c)(3) tax-exempt organizations under PBUSA's group ruling. PBUSA's members do not have to complete Form 1023 or pay the IRS filing fees. Associate memberships are available for organizations who already have their own 501(c)(3) status.

PBUSA offers assistance with obtaining federal tax identification numbers (EINs), incorporating with your state, complying with state registration requirements and filing your annual IRS 990 return.

## **The National Booster Club Training Council (NBCTC)**

[www.boosterclubs.org](http://www.boosterclubs.org)

The National Booster Club Training Council ("NBCTC") provides guidance, education, training and operational support to booster clubs and their program administrators. The association bridges the gap between good intentions and real-world results. We are the resource that fills the void left by continuous leadership turnover, lack of organizational knowledge and increasing financial deficits. We help to build strong, productive organizations that foster positive relationships between booster club leaders and their coaches, program administrators, and school officials throughout the United States.

The NBCTC is a nationwide voice representing booster clubs and their interests. We are a full-time association, with full-time staff who are focused on the growth and support of the booster club industry. This includes spearheading educational initiatives, booster club re-imaging campaigns and relationship building with national, state, business and community leaders.

To this goal we tirelessly work to provide year round activities, regionally held, that empower and strengthen booster clubs including activities such as:

- Training Seminars & Workshops – Booster U
  - Booster Basics
  - Organizational Structure & Compliance
  - Concession Best Practices
  - Fundraising for Success
  - Building Strong Membership & Volunteer Bases
- Multi-Club Fundraising Campaigns
- Community & State based Awareness Campaigns
- Endorsements and Activities that also support worthwhile civic causes

We are the industry's leading provider of booster club training and best practices resources.